



CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, March 10, 2020, 7:00 P.M.

Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Kierzek, and Thurow.

Notices Sent To City Staff, Media And Other Interested Parties: Admin. Downing, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, *Jarret Van Tassel, Trina Cromwell, Lori Laux*

1. **CALL TO ORDER.**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE.**

3. **APPROVAL OF PREVIOUS MINUTES.** (*Voice Vote*): February 25, 2020

4. **APPROVAL OF AGENDA.** (*Voice Vote*)

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED.**

6. **PRESENTATIONS:**

- Baraboo High School FFA will present proceeds raised from pancake breakfast to the Baraboo Fire Department.

7. **APPOINTMENT OF ALDERPERSON TO DISTRICT 7.**

- Introduction and Council appointment of Scott Sloan for District #7, serving until April 21, 2020 (*Voice Vote for Council Appointment*)
- Oath of Office for Scott Sloan as Alderperson for District 7

8. **PUBLIC HEARINGS.** *None*

9. **PUBLIC INVITED TO SPEAK.** (*Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.*)

10. **MAYOR'S BUSINESS:**

- The Mayor would like to congratulate the following city staff on their March anniversaries:
 - Jarret Van Tassel – Public Works – 5 years
 - Trina Cromwell – Police Department – 10 years
 - Lori Laux – Treasurer – 20 years
- April 7, 2020 Spring Election and Presidential Preference Vote.
- Congressman Mark Pocan will hold a Town Hall on Tuesday, March 17, 2020 from 3:00 – 4:00 p.m. at the Baraboo City Hall.

11. **CONSENT AGENDA.** (*Roll Call*)

CA-1... Request to approve the accounts payable to be paid in the amount of \$_____.

CA-2...Request to approve the 4th Qtr. 2019 Budget Amendments.

CA-3... Request to approve the alcohol Operator's Licenses for those listed in the attached Resolution.

12. **ORDINANCES ON 2ND READING.**

SRO-1...Repeal and recreate City Ordinance §11.07, Solid Waste and Recyclable Collection.

13. **NEW BUSINESS – RESOLUTIONS.**

NBR-1... Request to approve Dakota Traver's request for excessive household animals (four dogs).

NBR-2... Request to approve Tracy Blake's request for excessive household animals (three dogs).

NBR-3... Request to approve Russell Fenske's request for excessive household animals (two dogs and four cats).

NBR-4... Request to approve the Fire Department/DNR MOU for Mutual Aid and Fire Suppression Services.

NBR-5... Request to approve updates to the Employee Personnel Policy and Procedure Handbook – removal of the Employee Performance Appraisal Process and Pay Plan Implementation Guidelines.

NBR-6...Request to approve project amounts re-appropriated from the 2019 City Budget surplus to the 2020 Budget.

NOTE: Motion may be made to discuss and take action on NBR-7, NBR-8 and NBR-9 together

NBR-7... Request to approve financing of up to \$55,000 for the Maxwell-Potter Conservancy kayak launch.

NBR-8... Request to approve entering into an engineering contract for \$19,000 with MSA Professional Services, Inc. for the design and construction supervision of the Maxwell-Potter Conservancy kayak launch.

NBR-9... Request to approve entering into a contract for \$197,939 with Meise Construction, Inc. for the construction of the Maxwell-Potter Conservancy.

14. **NEW BUSINESS – ORDINANCES.**

NBO-1... Request to approve revision to § 14.05 of the City's Municipal Code pertaining to the Building Code.

NBO-2...Request to approve adopting certain Sections of Chapters 940, 941, 942, 943, 944, 946, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances.

15. **COMMITTEE OF THE WHOLE.**

Moved by _____, seconded by _____, to enter Committee of the Whole to discuss the procedure for the acquisition and/or demolition of the former St. Mary's Memorial Hospital at 1208 Oak Street.

Moved by _____, seconded by _____, to rise and report from Committee of the Whole and to reconvene into regular session.

16. **ADMINISTRATOR AND COUNCIL COMMENTS.** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)*

- 2020 Census Update

16. **REPORTS, PETITIONS, AND CORRESPONDENCE.** The City acknowledges receipt and distribution of the following:

- **Reports:**
 - 4th Qtr. 2019 Financial Statement
 - 4th Qtr. 2019 Baraboo Transit Service Financial Statement
 - February 2020 Building Inspection Report

- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance.....2-25-2020	BID.....2-19-2020
Plan.....2-18-2020	Administrative.....2-26-2020
Airport.....2-25-2020	Ambulance.....1-2-2020, 1-8-2020,
Public Safety.....2-24-2020	1-22-2020, 1-30-2020

Copies of these meeting minutes are on file in the Clerk's office:

CDA.....2-4-2020	Public Arts.....1-30-2020
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- **Petitions and Correspondence Being Referred:** None

17. **ADJOURNMENT.** (*Voice Vote*)

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com

March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Administrative	CDA		BEDC		
8	9	10	11	12	13	14
	Park & Rec	Finance Council				
15	16	17	18	19	20	21
	SCDC PFC	Plan Library	BID	UW Campus		
22	23	24	25	26	27	28
		Finance Council	Ambulance	Public Arts Emergency Mgt		
29	30	31	1	2	3	4
	Public Safety					

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo, WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Agenda jointly prepared by D. Munz and B. Zeman

Agenda posted on 03/06/2020

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, February 25, 2020 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kent, Petty, Ellington, Alt, Kierzek, Thurow

Council Members Absent: Kolb, Plautz

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, C. Haggard, T. Pinion, K. Stieve, P. Johnson, Scott Sloan, members of the press and others.

The Pledge of Allegiance was given.

Moved by Alt, seconded by Ellington and carried to approve the minutes of February 11, 2020.

Moved by Ellington, seconded by Petty and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – None Scheduled

PUBLIC HEARINGS – None Scheduled

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- The Mayor congratulated and thanked Alderperson John Alt for all his work serving on the Common Council; this is John's last meeting. Thank you John!
- The Mayor recognized Penny Johnson on her retirement as Teen Services Coordinator at the Baraboo Public Library. Congratulations Penny!

CONSENT AGENDA

Resolution No. 19-164

THAT the Accounts Payable, in the amount of \$ 1,185,103.80 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Wedekind, seconded by Petty and carried that the Consent Agenda be approved-7 ayes.

ORDINANCES ON 2ND READING

Moved by Ellington, seconded by Alt and carried unanimously to approve the 2nd reading of **Ordinance No. 2543** approving revisions to Chapter 5, Fire Department, of the Baraboo Municipal Code.

Moved by Petty, seconded by Kent and carried unanimously to approve the 2nd reading of **Ordinance No. 2544** amending the Official Fee Schedule Fire Department permit fees.

NEW BUSINESS - RESOLUTIONS**Resolution No. 19-165**

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

Approve the wage adjustment for Adult School Crossing Guards to \$15 per session, effective March 1, 2020.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 19-165** be approved-7 ayes.

Resolution No. 19-166

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the low bids of:

D.L. Gasser	\$90,420	–	Proposal #1 – Asphaltic Paving
D.L. Gasser	\$41,200	–	Proposal #2 – Asphalt Pavement Materials
ABBS Paving	\$40,100	–	Proposal #3 – Asphaltic Patching
Concrete Service Company	\$93,400	–	Proposal #4 – Curb and gutter & sidewalk repair
Kraemer Company	\$ 6,400	–	Proposal #5 – Crushed Aggregate Base Course
A-1 Excavating, Inc	\$40,000	–	Proposal #6 – Concrete and Asphalt Crushing

Are hereby accepted and all other bids are rejected.

Moved by Wedekind, seconded by Ellington and carried that **Resolution No. 19-166** be approved-7 ayes.

Resolution No. 19-167

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the purchase of a new 2020 Freightliner SD114 chassis and a 2020 Henderson Body/Universal Truck Plow Equipment at a combined cost of \$170,479.00 is hereby approved.

Moved by Alt, seconded by Ellington and carried that **Resolution No. 19-167** be approved-7 ayes.

NEW BUSINESS - ORDINANCES

Moved by Ellington, seconded by Kent and carried unanimously to approve the 1st reading of **Ordinance No. 2545** Repealing and Recreating Ordinance § 11.07.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. § 11.07 will be repealed and the following will be created:

11.07 SOLID WASTE AND RECYCLABLE COLLECTION.

(1) SERVICE PROVIDED.

(a) Residential Collection. The City shall cause the collection of garbage, refuse, and recyclables within the boundaries of the City from the following types of buildings:

1. Single- and Two- Family Residences. Single- and two- family residences, including any single- and two-family residences that are occupied by the owner who also operates a business on the premises, such as a home occupation, and condominiums as provided in subs. 2, below.
2. Residential Condominiums. A condominium residence located in a residential building shall be considered a residence entitled to City collection of garbage, refuse, and recyclables if the following preconditions are satisfied:
 - a. The eligible condominium residence shall be individually owned by a permanent occupant thereof. Temporary occupancy of a condominium dwelling unit by a tenant shall only be eligible for City garbage, refuse, and recyclable collection if approved by the Public Safety Committee.
 - b. The residence shall have a private entrance to the outside of the residential building.
 - c. The condominium residence shall be either a single-family condominium or located in a residential building consisting only of other residences that comply with subsections (a) and (b), above.

(b) Types of Buildings Not Receiving City Collection.

1. The City shall not collect garbage, refuse, and recyclables from the following:
 - a. All non-residential buildings, including commercial, professional, governmental, service, and industrial businesses.
 - b. All multi-family dwellings, apartments, and housing complexes containing three (3) or more dwelling units in a structure or building, except condominiums qualifying under subs. (1)(a), above.
 - c. All dwelling units in the Central Business District except one- and two-family residential buildings and one- and two- family residential buildings occupied by the owner who also operates a business on the premises.
 - d. All manufactured home parks.
 - e. Any other building that does not qualify for residential collection as provided in subs. (1), above.
2. All garbage, refuse, and recyclables generated from buildings not receiving City collection shall be collected by a private solid waste and refuse firm licensed by the State of Wisconsin Department of Natural Resources. The owner(s) or occupant(s) of any such building shall arrange for garbage, refuse, and recyclable collection with a private collection firm and shall comply with all applicable provisions of this §11.07.

(2) DEFINITIONS. Unless specifically defined herein, words or phrases used in this §11.07 shall be interpreted so as to give them the same meaning as they have at common law.

- (a) "Aluminum Container." A container used for carbonated or malt beverages or food and other non-hazardous materials that is made primarily of aluminum.
- (b) "Approved Container." A container for storage and/or collection of recyclables, garbage, refuse, and/ or solid waste approved by the Public Safety Committee.
- (c) "Bi-Metal Container". A container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.
- (d) "Cardboard." That portion of corrugated cardboard commonly used as packing boxes or containers that remain substantially in their original condition at the time of disposal such that the material is suitable for commercial grade recycling. "Cardboard" does not include the cardboard used in cereal boxes, cake mix boxes, etc., which is not suitable for recycling purposes or is in a state which makes separation unreasonable or unduly expensive, for reasons which include, but are not limited to, the following:
 1. The cardboard has been put to another use, such as a container for other wastes, and is thus rendered unfit for commercial recycling.

2. The cardboard is mixed in with commercial or municipal litter or refuse as a result of the failure of citizen or business invitees to separate cardboard from other discarded materials outdoors or in publicly accessible areas of buildings.
 3. The cardboard has been damaged or altered by any other means so as to make recycling impossible or unduly difficult.
- (e) "Container Board." Corrugated paperboard used in the manufacture of shipping containers and related products.
- (f) "Fiber Paper Product." Cardboard container board, corrugated paper, newspapers, magazines, news-print, office paper, cardboard cereal and dry goods boxes, waste paper, and other paper and card-board products.
- (g) "Foam Polystyrene Packaging." Packaging made primarily from foam polystyrene that satisfies the following criteria:
1. Is designed for serving food or beverages.
 2. Consists of loose particles intended to fill space and cushion the packaged article in shipping container.
 3. Packaging material that consists of rigid materials shaped to hold and cushion the packaged article in a shipping container.
- (h) "Garbage." Discarded materials resulting from the handling, processing, storage, and consumption of food. (See Ch. 289, Wis. Stats.)
- (i) "HDPE." High-density polyethylene, labeled by the SPI code #2.
- (j) "LDPE." Low density polyethylene, labeled by the SPI code #4.
- (k) "Magazine." Magazine publication and other material printed on similar paper.
- (l) "Major Appliance." A residential or commercial air conditioner, clothes dryer, clothes washer, dish-washer, freezer, microwave oven, oven, refrigerator, stove, furnace, boiler, dehumidifier and water heater.
- (m) "Multiple-Family Dwelling." A property containing three or more residential units, including those which are occupied seasonally.
- (n) "Newspaper." A newspaper publication and other materials printed on newsprint.
- (o) "Newsprint." That portion of newspapers or periodicals that remain substantially in their original condition at the time of disposal, such that the material is suitable for commercial grade recycling. "Newsprint" does not include the paper commonly used in the production of magazines, books, and other physical media for written material, or paper which is not suitable for recycling purposes or is in a state which makes separation unreasonable or unduly expensive, for reasons which include, but are not limited to, the following:
1. The paper has been put to another use, such as wrappings for other wastes, and is thus rendered unfit for commercial recycling.
 2. The paper is no longer flat and folded to the approximate dimensions of its original condition.
 3. The paper is mixed in with commercial or municipal litter or refuse as a result of the failure of citizen or business invitees to separate newspapers from other discarded materials outdoors or in publicly accessible areas of buildings.
 4. The paper has been damaged or altered by any other means so as to make recycling impossible or unduly difficult.
- (p) "Non-Residential Facilities and Properties". Commercial, retail, industrial, institutional and governmental facilities and properties. This term does not include multiple-family dwellings.
- (q) "Office Paper." High-grade printing and writing papers from offices in non-residential facilities and properties. Printed white ledger and computer printouts are examples of office paper generally accepted as high grade. This term does not include industrial process waste.
- (r) "Other Resins or Multiple Resins." Plastic resins labeled by the SPI code #7.
- (s) "Person." Includes any individual, corporation, partnership, association, local governmental unit, as defined in §66.0131, Wis. Stats., state agency or authority or federal agency.
- (t) "PETE." Polyethylene terephthalate, labeled by the SPI code #1.

- (u) "Plastic Container." An individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.
 - (v) "Post-Consumer Waste." Solid waste as defined herein, other than solid waste generated in the production of goods, hazardous waste, as defined in Ch. 291, Wis. Stats., waste from construction and demolition of structures, scrap automobiles, or high-volume industrial waste, as defined in Ch. 289, Wis. Stats.
 - (w) "PP." Polypropylene, labeled by the SPI code #5.
 - (x) "PS." Polystyrene, labeled by the SPI code #6.
 - (y) "PVC." Polyvinyl chloride, labeled by the SPI code #3.
 - (z) "Recyclables or Recyclable Material." Any container, paper product, or other material or product designated for recycling by the Public Safety Committee.
 - (aa) "Refuse." Means all materials produced from industrial or community life, subject to decomposition, not defined as sewage. (See Ch. 289, Wis. Stats.)
 - (ab) "Residential Building or Residence." A building or structure whose primary or principal design and use is for residential dwelling purposes.
 - (ac) "Sewage." The meaning specified in Ch. 289, Wis. Stats., shall apply.
 - (ad) "Solid Waste." The meaning specified in Ch. 289, Wis. Stats., shall apply.
 - (ae) "Solid Waste Facility." The meaning specified in Ch. 289, Wis. Stats., shall apply.
 - (af) "Solid Waste Treatment." Any method, technique or process that is designed to change the physical, chemical or biological character or composition of solid waste. Treatment includes incineration.
 - (ag) "Steel Container." An individual, separate, rigid steel can that is originally used to contain a product that is the subject of a retail sale.
 - (ah) "Waste Paper Product." Reusable paper other than newsprint and shall include by way of example, but not by way of limitation, magazines, papers, food cartons, bags, wrapping paper.
 - (ai) "Waste Tire." A tire that is no longer suitable for its original purpose because of wear, damage, or defect.
 - (aj) "Yard Waste." Such material as, by way of enumeration, but not limitation, branches, tree trunks, shrubs, grass clippings, yard and garden debris and brush, and any similar vegetative material or substance.
- (3) CITY COLLECTION REGULATIONS.
- (a) All buildings provided with City garbage and refuse collection shall be collected once per week at the time and place set forth in the published collection schedule. Recyclables shall be collected every other week. The Street Superintendent may schedule additional collections if he/she deems such additional collections are necessary in order to prevent a health or safety hazard. No collection shall be made on legal holidays, but shall be made on such date as designated by the Street Superintendent or Public Safety Committee. The Street Superintendent or Public Safety Committee shall have the authority to make regulations concerning the days of collection, location of garbage, refuse, and recyclable containers, and such other matters pertaining to the collection, conveyance, and disposal of garbage, refuse, and recyclables as he/she shall find necessary, and to change and modify these regulations provided that such regulations are not contrary to any other provision of §11.07. All garbage, refuse, and recyclables shall be placed as designated by the Street Superintendent or Public Safety Committee by 7AM on the scheduled collection day. The Public Works Department shall not be required to leave the public highway or alley for the purpose of making a collection unless directed to do so by the Public Safety Committee or Street Superintendent. Any person aggrieved by a regulation made by the Street Superintendent shall have the right to appeal to the Public Safety Committee who shall have the authority to confirm, modify, or revoke any such regulation. (2346 09/28/2010)

- (b) The City shall only collect garbage, refuse, and recyclables placed for collection in approved containers as required by this §11.07. An approved container should consist of a 96-gallon cart, which must be purchased from the City of Baraboo. A minimum of one cart for garbage and one cart for recyclables is required for each dwelling unit, unless other arrangements are made and approved by the Street Superintendent.
- (c) Each residential dwelling unit eligible for City collection shall utilize carts approved by the City of Baraboo for refuse and recycling collection. It shall be unlawful for any person and/or owner and/or occupant of a property to:
 - 1. Place any garbage, refuse, or recyclable for City collection at any location not designated or approved by the Street Superintendent.
 - 2. Fail to promptly clean up and remove litter and loose material that has not been collected.
 - 3. Place any garbage, refuse, or recyclable cart for collection on any street, alley, or other public place or upon any collection site on private property before 3 PM of the day prior to the published collection day, except upon the prior express approval of the Street Superintendent.
- (4) **RESIDENTIAL ITEMS NOT COLLECTED BY THE CITY.** Except as provided in subs. (7), below, no person shall place for City collection any of the following: (1684 03/29/93)
 - (a) All substances and materials classified as hazardous waste as defined in Ch. NR 187 Wis. Adm. Code, flash waste and other wastes generated primarily from the combination of coal or fossil fuels, foundry wastes, sludge, domestic waste from private sewage disposal systems, infectious wastes, free liquid wastes, etc.
 - (b) Toxic wastes, chemicals, explosives, and ammunition.
 - (c) Drain or waste oil or other flammable liquids.
 - (d) Paint in liquid form.
 - (e) Tires and automobile parts.
 - (f) Yard waste.
 - (g) Demolition waste and construction debris including materials from remodeling, construction or removal of a building, roadway, or sidewalk.
 - (h) Tree trunks and stumps.
 - (i) Household appliances and household furniture.
 - (j) Dead animals.
 - (k) Undrained food waste.
 - (l) Industrial waste.
 - (m) Garbage or refuse strewn by animals or vandals prior to collection.
 - (n) Stone, rubble, earth and sod. (1684 03/29/93)
- (5) **MANDATORY RECYCLING.** (1778 12/13/94)
 - (a) Purpose and Authority. The purpose of this Section is to promote recycling, composting, and re-source recovery through the administration of an effective recycling program, as provided in Ch. 287, Wis. Stats. and Ch. NR 544, Wis. Adm. Code. This Section is adopted as authorized under Ch. 287, Wis. Stats.
 - (b) Abrogation and Greater Restrictions. It is not intended by this Section to repeal, abrogate, annul, impair, or interfere with any existing rules, regulations, ordinances or permits previously adopted or issued pursuant to law. However, whenever this Section imposes greater restrictions, the provisions of this Section shall apply.
 - (c) Interpretation. The interpretation and application of the provisions of this Section shall be minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this Section is inconsistent or conflicts with each other, the more restrictive requirement or interpretation

shall apply. Where a provision of this Section is required by Wisconsin Statutes, or by a standard in Ch. NR 544, Wis. Adm. Code, and where the Section provision is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and the Ch. NR 544 standards in effect on the date of the adoption of this Section, or in effect on the date of the most recent text amendment to this Section.

- (d) Applicability. The requirements of this Section apply to all persons within the City of Baraboo, Wisconsin, including, but not limited to, owner(s) and occupant(s) of buildings not eligible for City collection.
- (e) Administration. The business of this Section shall be administered by the Street Superintendent. (2047 02/13/2001)
- (f) Separation of Materials. (See Ch. 287, Stats.) Occupants of single- and two family residences, multiple-family dwellings, and non-residential facilities and properties shall separate the following materials from garbage, refuse, and post-consumer waste:
 - 1. Lead acid batteries.
 - 2. Major appliances.
 - 3. Waste oil.
 - 4. Yard waste.
 - 5. Aluminum containers.
 - 6. Bi-metal containers.
 - 7. Corrugated paper or other container board.
 - 8. Foam polystyrene packaging.
 - 9. Glass containers.
 - 10. Magazines.
 - 11. Newspaper.
 - 12. Office paper.
 - 13. Rigid plastic containers made of PETE, HDPE, PVC, LDPE, PP, PS, and other resins or multiple resins.
 - 14. Steel containers.
 - 15. Waste tires.
 - 16. All other materials designated by the Public Safety Committee as a recyclable.
- (g) Separation Requirements Exempted. The separation requirements of Subs. (f) do not apply to the following:
 - 1. Occupants of single- and two family residences, multiple-family dwellings and non-residential facilities and properties that send their garbage, refuse, and post-consumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in subsection (f) from solid waste in as pure a form as is technically feasible.
 - 2. Solid waste that is burned as a supplemental fuel at a facility if less than 30% of the heat input to the facility is derived from the solid waste burned as supplemental fuel.
 - 3. A recyclable material specified pursuant to subsection (f) for which a variance has been granted by the Department of Natural Resources under Ch.287, Wis. Stats., or Ch. NR 544.14, Wis. Administrative Code.
- (h) Care of Separated Recyclable Material. To the greatest extent practicable, the recyclable materials separated in accordance with subsection (f) shall be clean and kept free of contaminants such as food or product residue, oil or grease, or other non-recyclable materials, including but not limited to household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in a manner that protects them from wind, rain, and other inclement weather conditions.

- (i) Management of Lead Acid Batteries, Major Appliances, Waste Oil, Yard Waste, and Waste Tires. Occupants of single and two- family residences, multi-family dwellings and non-residential facilities and properties shall manage lead acid batteries, major appliances, waste oil and yard waste as follows:
1. Lead acid batteries shall be delivered by the owner to vendors who will accept lead acid batteries for recycling. Vendors may impose a charge for this service.
 2. Waste oil shall be delivered by the owner to an approved disposal center.
 3. Yard wastes shall not be collected by the City and shall be retained by the owner thereof except as may be authorized by §11.07(7) of this Code. (1785 01/24/95)
 4. Waste tires, shall be delivered by the owner to any vendor licensed for the disposal or recycling of waste tires. Vendors may impose a charge for this service.
- (j) Preparation and Collection of Recyclable Materials. Except as otherwise directed by the Street Superintendent or the Public Safety Committee, owners or occupants of each building provided with City collection of garbage, refuse, and recyclables shall do the following for the preparation, collection, and separation of the recyclable materials specified in Subs. (f): (2047 02/13/2001)
1. All items designated as recyclable material by the Wisconsin DNR and accepted by the waste transfer facility that the City delivers these item to shall be placed loose in a designated recycling bin. All items must be placed in a City- approved container for pickup, unless previously approved by the Street Superintendent or Public Safety Committee. In the event that additional storage capacity is necessary, an additional cart is available for purchase from the City of Baraboo.
 2. Office paper may be shredded and placed loosely in recycling container in paper bags in recycling container for collection.
 3. To the greatest extent practicable, recyclable materials shall be cleaned and kept free of contaminants such as food or product residue, oil or grease, or other non-recyclable materials, including, but not limited to, household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in a manner that protects them from wind, rain, and other inclement weather conditions.
- (k) Collection Practices. Persons who are served by the City's garbage and refuse collection service shall also place recyclable materials for pickup by the City on the same day as the scheduled day for garbage, refuse, and post-consumer waste (solid waste) collection pursuant to the every-other-week schedule for recyclable collection. To encourage proper recycling, there shall be no limit on the number of recyclables that may be placed for collection. All recyclable materials must be placed in carts approved by the City of Baraboo, unless approved otherwise by the Street Superintendent or Public Safety Committee All recycling carts shall be accessible to the collection service with a minimum of 3' spacing from all impediments, i.e. utility poles, mailboxes, street signs, other carts, structures, vehicles, etc. It shall be unlawful for any person or owner or occupant of a property to:
1. Place for collection any recyclable materials at any location not designated or approved by the Street Superintendent;
 2. Place any recyclables for collection in any street, alley, or other public place, or upon any collection site on private property before 3 p.m. on the day prior to the published collection day, except upon the prior expressed approval of the Street Superintendent.
 3. Fail to promptly clean up and remove litter and loose material that has not been collected. (1964 01/12/99, 2047 02/13/2001)
- (l) Responsibilities of Owners or Designated Agents of Multiple Family Dwellings and/or Non-Residential Facilities and Properties.

1. Owners or designated agents of multiple family dwellings and non-residential facilities and properties shall do all of the following:
 - a. Provide adequate, separate containers for recyclable materials.
 - b. Notify tenants in writing at the time of renting or leasing the dwelling or non-residential facility and property and at least semi-annually thereafter about the established recycling program.
 - c. Provide for each tenant a specific placement location for collection of garbage and refuse and a separate and specific placement location for collection of recyclable materials.
 - d. Notify tenants in writing at time of renting or leasing of reasons to reduce and recycle solid waste, which materials are recyclable materials, how to prepare recyclable materials in order to meet the processing requirements, collection methods and sites for placement for collection of recyclable materials separate from garbage and refuse, locations and hours of collection, and a contact person or company, including a name, address and telephone number.
 - e. The owner of rental property shall be responsible for violations of this Section occurring on rental property.
 2. The requirements specified in subs. (m)(1), above, do not apply to the owners or designated agents of multiple family dwellings, or non-residential facilities and properties if the post-consumer waste generated within the dwelling or non-residential facility and property is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in subsection (f) from solid waste in as pure a form as is technically feasible.
- (m) Prohibitions on Disposal of Recyclable Materials Separated for Recycling. No person may dispose of in a solid waste disposal facility or burn in a solid waste treatment facility any of the materials specified in subs. (f), above, which have been separated for recycling, except waste tires may be burned with energy recovery in a solid waste treatment facility.
- (n) Enforcement. For the purpose of ascertaining compliance with the provisions of this ordinance, any authorized officer, employee or representative of the City may inspect recyclable materials separated for recycling, garbage, refuse, and post-consumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas for multiple-family dwellings and non-residential facilities and properties, and any records relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. No person may refuse access to any authorized officer, employee or authorized representative of the City who requests access for purposes of inspection and who presents appropriate credentials. No person may obstruct, hamper, or interfere with such an inspection.
- (o) Unlawful to Remove Recyclables. It shall be unlawful for any person to collect or remove recyclables that have been placed by any person at a designated collection site for collection. This subsection shall not apply to a City employee acting within the scope of his/her employment, or to a person under contract with the City of Baraboo. (1806 04/11/95)
- (6) **COLLECTION REGULATIONS FOR BUILDINGS NOT PROVIDED WITH CITY COLLECTION SERVICES.**
- (a) The owner(s) and/or occupant(s) of any building that does not receive City collection of solid waste, garbage, refuse, and recyclables shall:
 1. Arrange for such collection by a private garbage and refuse collection firm licensed by the State of Wisconsin Department of Natural Resources.
 2. Arrange for private collection of garbage, refuse, and recyclables in accordance with the provisions of this §11.07. Such collection shall be at sufficient intervals to

protect the environment as set forth in this §11.07 and shall specifically arrange for collection services to be made at a minimum of bi-weekly provisions to maintain bi-weekly collection when a holiday falls on a normal collection day.

3. Provide a sufficient number of approved containers for the storage of garbage and refuse generated by each building and to further see to it that all solid waste, garbage, and refuse is placed in such containers.
4. Maintain all storage areas for garbage, refuse, and recyclables to be kept in a nuisance-free and odor-free condition and litter shall not be allowed to accumulate.
5. Be responsible for cleaning up litter.
6. Be responsible for assuring that all solid waste, garbage, refuse, and recyclables that are kept stored or kept outside of a building shall be placed in a covered garbage can or dumpster, inaccessible to rats, mice, vermin, or scavenging animals or birds.
7. Except where a dumpster is required, the owner of any rental residential property shall be responsible for providing a sufficient number of covered refuse containers for all tenants. Containers shall consist of metal or plastic that are fly-tight, watertight, and rodent proof, with tight-fitting lids and suitable handles, commonly referred to as garbage cans. Metal garbage cans shall be of sufficient thickness to resist denting during normal handling by the private refuse hauler. Plastic garbage cans shall consist of plastic material not damaged by freezing and not susceptible to melting.
8. Provide bulk storage containers, commonly referred to as dumpsters, for any building or premises, including buildings used for residential purposes producing solid waste, garbage, and refuse in excess of three (3) 30-gallon plastic garbage bags per week. Bulk storage containers shall be covered containers, fly-tight, rodent proof, and watertight, but may have cleanout drain plugs, constructed of heavy gauge metal or other durable material impervious to animals, capable of being emptied without hazard, and equipped with doors or covers that are tight fitting.
9. Assure that all containers used for the storage of garbage, refuse, and recyclables are well maintained and that sharp or protruding surfaces, dents, tears, and other defects which may be hazardous to the general public are immediately repaired.
10. Assure that the private collection firm properly delivers all recyclable materials to a recycling processing facility or end user of recyclables and keeps all records, as needed, to document and otherwise comply with state and local regulations.
11. Be responsible to keep records of the disposal of all solid waste, garbage, and refuse required by state law, including the identification of the private collection firm, the amount of solid waste, garbage, and refuse collection, the amount or percentage of recyclables collected, and the disposal site.

(7) REGULATION OF YARD WASTE, LEAVES AND BRUSH. (1688 04/22/93)

- (a) Yard Waste. No person shall place yard waste, defined as shrubbery, grass clippings, leaves, brush, garden waste, etc. into containers used for or containing solid waste or recycling. Yard waste shall be disposed of in a lawful manner that will not result in such waste being deposited in a facility designated for the purpose of recycling and solid waste disposal. The City may provide a location for the disposal of such yard waste specifically for residents residing within the City of Baraboo municipal borders and may provide pick up and disposal of leaves up to two times per year. The Public Safety Committee, after consultation with the Street Superintendent, shall be authorized to establish and publish the dates of such collections. At no time may shrubbery, garden waste, or earthen material (stone, rubble, earth, sod) be placed curbside for collection with leaves as part of the semi-annual cleanup. The City reserves the right to assess property owners that are found in violation of this ordinance for accrued costs related to the clean-up. The City may also assess for damage caused by unapproved materials entering leaf disposal equipment.
- (b) Brush. See §11.08(M). The City may also provide curb side brush pickup for its residents. The Public Safety Committee, after consultation with the Street Superintendent, shall be

authorized to establish and publish the dates of such collection. Curbside brush collection must adhere to standards set forth by the Public Safety Committee. Brush must be stacked in an orderly manner with cut ends facing the same direction, brush must not impede upon pedestrian walkways or city streets, brush must be free of foreign materials, including but not limited to household trash or recyclables, garden or yard waste, and lumber or other building materials. At no time may contractors place items for pickup. Brush placed curbside by contractors is the responsibility of the property owner of which work was performed. The City reserves the right to assess property owners that are found in violation of this ordinance for accrued costs related to the clean-up. The City may also assess for damage caused by unapproved materials entering the City's brush disposal equipment.

(c) Placement of Large Items for Collection Regulated

1. Except where permitted by emergency order issued by the Mayor or City Council, no person shall place yard waste for collection by the City or large items for special cleanup collection by the City in or upon any street, sidewalk, alley, public right-of-way, park, or other property of the City.
2. In addition to the penalty provided by §11.07(10), if the City collects any yard waste or large items placed for collection contrary to this Subsection, the actual cost of removal and disposal, together with an administrative fee equal to 10% of said cost, shall be charged to the property owner. If such charges are not paid by November 15 of the year they are billed, such charges, together with an additional administrative fee for collection equal to 10% of the total of such charges and fees, shall be extended on the next succeeding tax roll as a special charge against the property affected and collected in the same manner as are other taxes, pursuant to §66.0627, Wis. Stats.
3. In this subsection:
 - a. "Large Item" means any substance, material, product, appliance, furniture, junk, debris, refuse, or other discarded thing that in its original state is too big to fit in a recycling container.

(8) **OTHER COLLECTION REGULATIONS.**

- (a) No person shall place any solid waste, garbage, refuse, or recyclables for collection on any street, alley, or other public place before 3 PM of the day prior to the regularly scheduled collection day for collection by a private refuse collection hauler.
- (b) No person shall throw, place, or deposit any solid waste, garbage, refuse, rubbish, or recyclables in any street, alley, public place, tree bank or private property within the City limits except in an approved container as provided in this §11.07.
- (c) No person shall throw, place, or deposit any solid waste, garbage, or refuse in any garbage container or dumpster not owned by such person and without the permission or authorization of the owner of such container.

(9) **ENFORCEMENT.**

- (a) The Public Safety Committee shall be authorized to make regulations, standards, and schedules as necessary to make effective all provisions of this Section. Periodically, the Street Superintendent or designee shall prepare notices and distribute other information to persons and entities generating solid waste, garbage, refuse, and recyclables within the City for the purpose of informing the public about the requirements dictated by City ordinances.
- (b) In order to ensure compliance with the laws of this state and rules and regulations required in this Section, the Street Superintendent or designee is authorized to inspect at reasonable times all phases of solid waste, garbage, refuse, and recyclable management within the City. No person may refuse access to the Street Superintendent or any authorized officer, employee, or representative of the City who requests access for the purposes of inspection

and who presents appropriate credentials. No person may obstruct, hamper, or interfere with such an inspection.

- (c) In all instances where such inspections reveal violations of this Section and the regulations in this Section, or the laws of this state, the Street Superintendent or designee shall issue written notice of each such violation, stating therein the violation found, the date and time of such violation, and the corrective measures to be taken, together with the time in which such correction shall be made. Time limits set for the correction of violations shall be reasonable and consistent. The Street Superintendent or designee shall consider time needed for repairs or purchases to correct deficiencies, public health, and consistent time limits for like violations. Time limits shall not be greater than ten working days nor less than 24 hours. All such notices shall be kept in a clearly marked file and shall be available for public inspection during regular business hours.
 - (d) The Street Superintendent or designee shall promptly report all violations of this section to a police officer and a police officer shall be authorized to issue a citation to the violator. Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this subsection shall prevent the City from maintaining any appropriate action to prevent or remove a violation of any provision of this section. The issuance of a citation shall not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceedings under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this subsection. Whenever the Court finds a defendant guilty of a violation of this section, the Court shall be authorized to grant judgment as provided in §25.04 of this Code. (2047 02/13/2001)
 - (e) If any person, including those not provided with garbage, refuse, and recyclable collection by the City and those receiving garbage, refuse, and recyclable collection from a private contracted firm is found in violation of the collection and storage requirements of this Section and fails to comply with a notification and/or citation, the Street Superintendent or designee shall further be authorized and empowered to order a special collection to remove such violation. In addition to the penalty provided by § 11.07(8)(a), if the City makes a special collection as a result of a violation of §11.07, the actual cost of removal and disposal, together with an administrative fee equal to 10% of said cost shall be charged to the property owner. If such charges are not paid by November 15 of the year in which they are billed, such charges, together with an additional administrative fee for collection equal to 10% of the total cost of such charges and fees shall be extended on the next succeeding tax roll as a special charge against the property affected and collected in the manner as are other taxes, pursuant to §66.0627, Wis. Stats. No person shall use the special collection provisions of this Subsection to circumvent requirements for collection by a private firm.
 - (f) Any person who shall violate any of the provisions of this Section shall, upon conviction thereof, forfeit not less than \$10 nor more than \$50 for the first offense and not less than \$25 nor more than \$100 for the second offense within one year, and not less than \$50 nor more than \$500 for the third and each subsequent offense within one year. In addition to a forfeiture there shall also be imposed the Court costs and assessments as provided by §25.04(1) of this Code. The one-year period shall be measured from the date of the first violation of this section.
 - (g) In addition to the foregoing penalties, the City reserves the right to refuse collection service to any property that is in violation of one or more provisions of this Section
2. This Ordinance shall take effect upon passage and publication as provided by law.

ADMINISTRATOR AND COUNCIL COMMENTS

Ald. Ellington noted that Library Director Jessica Bergin is currently at St. Mary's following an emergency operation.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** January 2020 Fire Dept. & Treasurer
2019 Annual Police Dept.
- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

February 11, 2020

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, E. Truman, B. Zeman, C. Haggard, T. Pinion, Kevin Vodak, Sean McNevin, members of the press

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of January 28, 2020 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$4,388,355.42**. Motion carried unanimously.
- b) **Review and recommendation on request for discount of building permit fee for Jack Young Middle School project**
Adm. Downing explained that because of an unexpected expense to extend a fire hydrant, the project is currently \$60,000 over budget. The School Board came to the City and requested that the building permit not exceed \$25,000 of the estimated permit fee of \$34,000. Adm. Downing presented the following things to consider:
 - The project has not been bid yet therefore it is unknown if the \$60,000 estimate will actually be \$60,000 over budget
 - If the City approved the discounted building permit, could the City issue a receivable to the School District and ask them to budget for the remaining \$9,000 in fiscal year 2021
 - The High School paid the full square footage permit fee, no discount was given
 - Staff is concerned with the precedence this decision will set with other developers and their future projects

K. Vodak noted that while he appreciates the concern with the precedence being set, the School District is a quasi-governmental tax exempt agency. As for the \$9,000 as a payable, the money is from the bond and not out of the general obligation fund.

S. McNevin stated that they approached the City because the \$60,000 fire hydrant on the backside of the building, was unforeseen cost in the project estimate. They were looking for ways to adjust the budget for the construction to accommodate for this. The building project has both major and minor remodels for a total estimated project cost of \$42M. He explained that they cannot go over budget with this project, they don't have the capacity of exceeding the bond; they will have to scale down on the final classroom fixtures.

Adm. Downing noted that City Engineer T. Pinion had mentioned delay payment for the permit and he could work on authorization to proceed without payment until the bids come in. T. Pinion reminded the Committee that this has been requested in the past, typically it was more in line with impact fees. T. Pinion does not recall ever reducing the permit fee.

Ald. Kent notes that it's very worrisome that they are concerned about being over budget already at this point in the project.

Ald. Petty would consider them getting the permit and hold off on the costs; however, to reduce the permit by \$9,000, this is money that could be used by the City for various items.

S. McNevin requests that City Engineer T. Pinion sit down with the general contractor and take a look at the numbers and see if there is a way to mitigate the cost this way; not necessarily cutting the cost of the permit. T. Pinion is willing to work with the architect and refine the numbers to be charged as accurate as possible.

No action taken. The building permit will be issued and T. Pinion will work with their architect to determine the permit fee. The School District will pay the permit fee based on T. Pinion's understanding of the project.

Informational Items – None.

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:37pm.

Baraboo Economic Development Commission Meeting Minutes

February 6, 2020

I. Call to Meeting to Order and Note Compliance with Open Meeting Law

Vice-Chair Jim Bowers called the meeting to order at 5:30 PM at the Baraboo Municipal Building, room 205, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call

Present: Bowers, Ayar, Johnson, Mueller, Palm, Reppen, Taylor, Walczak, Wastlund
Absent: Alt, Cafilisch, Ryan, White
Other: Kennie Downing, Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented
Johnson (1); Taylor (2)
Aye: All via voice vote
Nay: None

IV. Approve Minutes

Motion to approve the minutes for December 5, 2019 and January 2, 2020 with minor adjustments
Johnson (1); Reppen (2)
Aye: All via voice vote
Nay: None

V. Public Comment

No one from the public wished to speak

VI. Old Business

a. Updates on Development Activities

- Mayor Palm updated on the following:
 - The State DOT will be reconstruction sidewalk ramps on HWY 113 & 136 in 2020 & 2021.
 - He served on a Review Committee for State Road projects. They had more applications than funding.
 - Bike Wisconsin will be in Baraboo in June. They will be staying at the Civic Center
 - The Chamber held an update on the local economy. There are over 1235 businesses with in the zip code
 - The Mayor also attended an economic update put on by the Department of Revenue
 - The City has placed the other members of the Baraboo Ambulance District of its intention to explore other service options.
- Mr. Johnson that Ag prices are realistic and that the trade agreements will not start until later in the year.
- Mr. Taylor indicated that the banking industry is very strong at this time.
- Ms. Wastlund indicated that the CDA has granted a loan to the Al. Ringling Brewing Company.
- Ms. Mueller gave an update on the School remodeling project.
- Mr. Reppen indicated that the County has several issues that they are addressing.
- Dr. Ayar indicated that over all Higher Education is struggling with enrollment
- Mr. Bowers indicated that nothing significant has happened in the Village. He also indicated that a fundraiser was help for the homeless shelter.

VII. New Business

a. Establishing 2020 Goals for BEDC

The Mayor updated the Board on the areas of housing and what vacant parcels are available within the City.

The question of changing to bi-monthly meetings was approached and will be included on the agenda for the March meeting.

VII. Update Partner Presentation Schedule

No additional comments were provided.

VIII. Commissioner and City Staff comments

No additional comments were provided.

IX. Adjournment

Motion to adjourn the meeting was made at 6:49 pm.

Johnson (1); Taylor (2)

Aye: All via voice vote

Nay: None

Minutes of the Public Safety Committee Meeting**January 27, 2020**

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Kennie Downing, Mayor Palm, Mark Schauf, Kevin Stieve, Emily Truman, Tom Pinion, Wade Peterson, Tony Gilman, Misty Muter, Chris Sommerfield, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the December 9, 2019 meeting. Motion carried unanimously.

New Business

- a. Review and recommend approval of the proposed Water Meter Reading Agreement with the Village of West Baraboo – Peterson said that after a few conversations, West Baraboo came back to the table with more reasonable requests. He said that their Attorney and the City Attorney have both looked at the agreement, and added a few small things, and they are waiting on one little part from Census, we have the verbal on that. Peterson said that the City is ready; West Baraboo still has quite a bit that they have to do. Attorney Truman said that she has no concerns. It was moved by Kolb, seconded by Plautz pending approval from the PFC. Motion carried unanimously.
- b. Review and possible recommendation to amend Chapter 5, Fire Department, of the Baraboo Municipal Code and to update the Official Fee Schedule for the corresponding permits – Chief Stieve said that this was brought back to the Committee for fees for opening burning. Attorney Truman said that this was recommended to move forward at the last meeting; however, in between Alderperson Plautz requested that it be brought back to the Committee for additional discussion regarding taking out the provision in Chapter 5.4 for Opening Burning. She said that the small changes that were requested have been incorporated. During further discussion, it was found that the new version was not incorporation in to the packet with the changes that were made. Plautz said that when someone makes the initial fee for the inspection, would there be a set date for the burn. Chief Stieve said that a date range could be incorporated with the permit. Plautz then asked if homeowners burn their leaves more than one time, would they have to pay \$50.00 each time. Truman said that it is currently set up to require a fee for each burn. Plautz felt that the initial fee would include the inspection, but did not feel that a second burn would require an inspection. Stieve said that the inspection would include travel time to the location and making sure that they meet the entire requirement for the current ordinance. He said that if they cannot do the burn in the range of the dates given, the bottom line would be that they would have to get another permit. He said what he would like to do it get rid of open burning all together, with the exception of recreational fires, and special circumstances. He feels that there are services available, such as compost site, and the City leaf pickup that people would not need to burn. Kolb feels that the fee should be kept at \$50.00 per burn. The process of the permit application was then explained to the Committee. Plautz moved to recommend amending Chapter 5 of the Fire Department Municipal Code to update the Official Fee Schedule to reflect \$50 for bon fires and opening burning permits. Kolb seconded, motion carried unanimously.
- c. Review and possible recommendation to amend the Official Fee Schedule for certain Fire Department responses – Chief Stieve state that in the packet there was a sample of a fee for traffic crash response. He said that currently the Department is working from of State Statute and insurance companies are having an issue with that. He said that the department is called out on crashes often for injuries, and sometimes just general cleanup. He said that he is looking for the Committee's feeling regarding building a fee for crash responses, possibly a tiered response, giving the residents a bit more of a break than non-residents. He said that he has received an inquiry from one of the funeral homes for lift assists with a deceased person. He said a second fee that he is asking for the Committee's support on is a technical rescue fee, more so for the Towns. After a lengthy discussion, Kolb moved, seconded by Plautz to recommend postponing for a later meeting and direct staff to continue working on this. Motion carried unanimously.
- d. Consideration of the Baraboo Fire Department's Apparatus Replacement Schedule – Chief Stieve presented the Committee the background. He said that Finance Director is working on laying out all capital equipment. He said that if the Committee would like to review the information and wait for Haggard to get all City capital equipment finished, it may be an easier process to go through, and the Committee may want more data than is provided. It was the consensus of the Committee to bring it back when Haggard has the citywide capital equipment finished.
- e. Review and possible recommendation of new City-owned street lighting installed as part of the DOT's upcoming STH 33 (8th St/8th Ave) reconstruction project – Pinion presented the background to the Committee. The DOT has asked if the Village or City would be interested in installing new streetlights. He said the lights would be City-owned as opposed to Alliant owned and would be 100% funded by the local share. He said that if the Committee would like to pursue this, he could put together budgetary figures for the next meeting. It was consensus of the Committee to have Pinion consult with the DOT for a cost estimate.

- f. Review and possible recommendation to approve a request for a Shared Lateral Agreement for temporary sewer and water lateral connection for a new professional office building at 908 8th Street for Misty Muter – Pinion presented the background for this request. He said that the suggestion of staff would be to postpone the installation of the new lateral until the installation of the reconstruction project, it would still be at the property owner's expense, but for the sake of promoting economic development with a new building on the corridor, trying to find an alternative. Mister has drafted an agreement with the neighbor, American Family Insurance who has agreed to allow them to connect to their lateral on a temporary basis. Kolb moved, Plautz seconded to allow a temporary connection to the neighbor's lateral with a positive recommendation to Council until the reconstruction of Highway 33 is done. Motion carried unanimously.
- g. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for December 2019 and January 2020 – It was moved by Kolb, seconded by Plautz to approve the adjustments/Credits for December, 2019 and January 2020 as presented. Motion carried unanimously.

Information Items

- a. First draft of proposed updates to the Refuse and Recycling Ordinance to reflect current regulations – Street Superintendent Gilman presented the background to the Committee. Gilman stated in an effort to eliminate workers compensation claims and increase the efficiency, we have to start regulating and cleaning up the cart sizes and extra garbage and recycling outside of the carts. Gilman said that the 96-gallon carts would become the standard cart. Pinion said as far as an implementation date it was decided that it should be in the Spring-Summer Newsletter. Cart stickers were then discussed. Gilman said that the 35-gallon carts are too small and do not fit into the claws of the trucks correctly. It was the consensus of the Committee to eliminate the 35-gallon carts.

Reports

- a. Utility Superintendent's Report – Peterson said the department will be starting up with the River crossing and the Oak Street Booster Station. He said that he has met with the Engineers with for the Highway 33 project. He said that U.S. Cellular is looking to do a significant upgrade to their equipment on the County A Water Tower. He said that water mains, laterals, and hydrants would be replaced as part of the Mound Street project.
- b. Street Superintendent's Report – Gilman said that Travis Steinke came on board December 30 as mechanic. He said we are accepting applications for a semi-skilled position to replaced employee that left. Gilman then gave the salt inventory report. He said that the department is helping Parks Department with tree removal. The Depot Street building has been removed.
- c. Police Chief's Report – Chief Schauf said that the department is actively recruiting for officers, as there have been three officers that have left or will be leaving. He has been working closely with the City Attorney regarding deferred prosecutions for kids receiving truancy citations. He said the department has an officer that participated in the Sauk County Drug Court, as a member of CJCC for Sauk County, and their National Conference is out in California, the CJCC is picking up all the cost, we just need permission to send him. The department is looking to bump up the bond for alternative side parking.
- d. Fire Chief's Report – Chief Stieve said total members is 34, one is on military leave. One significant thing the department has done has been helping the Al Ringling Theater because they lost their fire curtain; therefore, they have been on fire watch with the big performances. He said that the wages and any other costs associated with this is charged back to Al Ringling. He said training program with the Assistant Fire Chief has improved. He said two people were hired in January and two more are in different stages of the hiring process. He said that the Department is helping the County with some training on basic office safety and fire training. Stieve said the Department is PFAS free. A short discussion regarding a River Water Rescue program.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 2:26 p.m. Motion carried.

Administrative Committee

February 3, 2020

Present: Alderpersons John Alt, John Ellington and Heather Kierzek
 Absent: None
 Also Present: Mayor, Mike Palm; City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.
 Citizen Present: Styles Grant, Robert Hasse, Elizabeth Hudson and Justin Mortimer

The meeting was called to order by Chairman John Alt at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of January 6, 2020, seconded by Kierzek and unanimously carried.

Motion by Kierzek to approve amended agenda, seconded by Ellington and unanimously carried.

Review and recommendation to the Council – Operator's Licenses.

Chief Schauf mentioned there was nothing precluding the issuance of licenses to Brittney Saxby and Vicki Weyh and

recommended approval.

Motion to recommend to approve and move on to Council the Operator's Licenses for Brittney Saxby and Vicki Weyh by Ellington, seconded by Kierzek and unanimously carried.

In relation to Styles Grant's Operator's License, Chief Schauf stated in order for there to be a denial, there has to be a Nexus. The Nexus has to be very strong and compelling. This individual is on probation not allowing him to sell alcohol. He cannot violate his Department of Corrections (DOC) rules. Mr. Grant submitted a letter from his DOC Probation Officer as support for him being issued an Operator's License. Chief Schauf took the letter and will reach out to the Probation Officer before the next Council meeting. Chief Schauf was in favor of a conditional approval.

Motion by Kierzek Motion to recommend a conditional approval to allow the Chief to complete his investigation, seconded by Ellington and unanimously carried.

Review and recommendation to Council for excessive household animals – Robert Hasse & Elizabeth Hudson.

Cynthia Haggard began by stating that letters were sent to adjacent property owners giving them notice of the meeting today. An adjacent neighbor, Justin Mortimer, stated he didn't have a problem with the three dogs. Alderperson Alt noted that Mr. Mortimer had concerns with an aggressive dog, but that Mr. Mortimer did not have an issue with the multiple dogs.

Chief Schauf mentioned that there were two very different specific issues: One with multiple dogs and the other with dogs at large. With the later, the Police Department will address that section of the code, as needed.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend adopting a Meeting Room Reservation Policy

Chief Schauf stressed the importance of having this Policy as the demand for meeting space for this building has increased. This Policy addresses security when Civic groups are present. This policy also protects against the potential of groups preaching messages that go against City intrinsic values. In summary, this policy addresses the safety of the employees here at the City and the potential for liability.

Motion to approve and move on to Council the Meeting Room Reservation Policy by Ellington, seconded by Kierzek and unanimously carried.

Member comments

The next meeting will be Wednesday, February 26, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:16AM CST.

Baraboo BID Meeting Minutes

2/19/20

Present: Members: Bruner, Stelling, Yount, Sloan, Marklein, Wickus, Fay, Kolb

President Fay called the meeting to order at 5:46 p.m.

Approval of December 2019 minutes: Wickus/Stelling

Adoption of Agenda: Kolb/Stelling

President: None

Secretary: None

Treasurer: Plans to meet with City Finance Director to discuss admin charges

Appearances: Garlands have been removed

Business Development: None

Finance: Will meet with City Finance Director

Parking: Mural is in progress

Promotions: Plans to meet

Old Business

Branding update: The branding committee has commissioned someone to draft articles and take pictures about our area.

New Business

1. Tabled budget amendment pending meeting with City Finance Director for more information
2. Approval of financial reports-Will discuss any future policy to approve financial reports
3. Approval of Funds for 2020 Branding Initiative \$5,000 to BACC

- a. Motion to move funds from reserves and pay invoice Stelling/Sloan
4. Annual Report-Committee Chairs reminded to draft reports
5. Committee status update
 - a. Yount on Business Development and Parking
 - b. Kolb on Parking and Business Development
 - c. Marklein Chair Business Development
6. Discussion of open BID retailer seat-Received interest
7. Approval of Vouchers:
 - a. Baraboo Area Chamber of Commerce for Branding Initiative \$5,000

Total: \$5,000

Approved: Sloan/Yount

- **Copies of these meeting minutes are on file in the Clerk's office:**

Police & Fire Comm.....1-20-2020, 2-8-2020 UW Campus.....01-16-2020

Library.....11-18-2019, 1-21-2020, 2-10-2020

BDAS.....08-28-2019, 12-4-2019, 1-30-2020

- **Petitions & Correspondence Being Referred:** None.

ADJOURNMENT

Moved by Petty, seconded by Wedekind, and carried on voice vote, that the meeting adjourn at 7:19pm

Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

CA - 2

RESOLUTION NO. 2019-

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background:

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Therefore, the City is required to notify the citizenry through publication in the City's official newspaper about the supplemental budget amendments. The State Statute requires publication to happen within ten (10) days upon Council approval of said amendments.

The City's publication process is to identify budget amendments in the fiscal commentary section of resolutions when spending authorizations are granted. Therefore, the City Council could approve budget transfers as often as every meeting. The City satisfies the legal requirement of publication, by publishing budget amendments after the Finance Committee and Common Council approves the listing.

Fiscal Note: (check one) [] Not Required [X] Budgeted Expenditure [X] Not Budgeted

Comments: Budget amendments, that are budgetary transfers, are budgeted expenditures. Budget amendments, that are supplemental, are not budgeted. The 2019 City Budget provides for publishing amendments.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the following budget amendments are authorized:

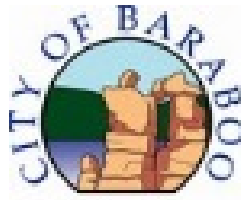
- 4th Quarter, 2019 City-Wide Supplemental Budget Amendments for \$1,391,538
- 4th Quarter, 2019 City-Wide Budgetary Transfers \$728,631

See attached memorandum and amendment schedules.


Offered by: Finance/Personnel Committee **Approved by:** _____
Mayor

Motion: _____

Second: _____ **Certified by:** _____
City Clerk



Finance Department Memorandum

To: Kennie Downing
 From: Cynthia Haggard, Director of Finance, 
 Date: March 10, 2020
 Re: Budget Amendments

Background:

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Current:

Budget amendments are typically presented to the Finance/personnel Committee which are then forwarded to the Common Council for approval the same night. This process is a quarterly process.

Recommendation:

The Finance Director will continue to closely work with Department Heads and communicate budget amendments to the City's Finance/Personnel Committee and Common Council on a quarterly basis. The practice for the Library, Business Improvement District, Community Development, Baraboo-Dells Airport, Parks and Recreation, and UW-Baraboo/Sauk County is that their respective budget amendments will need to be presented to their Boards and/or Commissions before the amendments are presented to the City Council as part of the overall city-wide budget amendment process.

In order to make changes to the budget, a Notice and Resolution to Amend Budget must be adopted. The resolution must summarize the appropriation changes for each spending classification and identify from where the sources of funds are coming.

Two categories of budget amendments are identified:

1. Budgetary Transfers
2. Supplemental Budgets

Budgetary Transfers

The budgetary transfer will have a source of funds of either 1) Reduction in Other Appropriation within Same Fund, or 2) Transfer from Other Fund.

Reduction in Other Appropriation within Same Fund - Essentially transferring budgeted and appropriated monies between spending category within same fund. 25 of 118

Transfer from Other Fund - A transfer consists of moving budgeted and appropriated monies from one or more spending categories in one fund to one or more spending categories in another fund.

Supplemental Budgets

A supplemental budget shall be adopted to account for revenues in excess of the budget and to authorize expenditures of additional funds. Whenever the City receives unanticipated revenues, or revenues not assured at the time of the adoption of the budget, a supplemental budget and appropriation shall be enacted to authorize the expenditure of these unanticipated funds. The supplemental budget will have a source of funds of either 1) Fund Balance Applied, or 2) New Revenue.

Fund Balance Applied – In this case, the City is utilizing available fund balance to cover actual net expenses exceeding revenues. This situation is caused by expenses coming in higher than budget, or revenues coming in lower than budget.

New Revenue – In this case, the City has received funds that were not planned and wishes to apply those funds to expenses in the current year - not in the original budget.

Attached:

- 4th Quarter, 2019 City-Wide Supplemental Budget Amendments for \$1,391,538
- 4th Quarter, 2019 City-Wide Budgetary Transfers \$728,631

2019 4th Quarter Budget Amendments

Common Council approved the following 2019 Budget Amendments at their March 10, 2020 meeting:

26 of 118

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Fire	100-21-48500-400	Donations - Designated	10,390	1,643	12,033
Fire	100-21-49300-400	Fund Balance Applied_Donations	4,837	202	5,039
				\$ 1,845	
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	4,094	1,845	5,939
To appropriate Donations for new pagers				\$ 1,845	
Parks	870-52-48500-000	Donations and Contributions	46,500	2,758	49,258
				\$ 2,758	
Parks	870-52-55200-814-000	Equipment Purchases	-	2,758	2,758
To appropriate Donations Recd for Bench				\$ 2,758	
Parks	870-52-49300-000	Fund Balance Applied	66,348	3,800	70,148
				\$ 3,800	
Zoo	870-52-55410-861-000	Facilities Improvements	28,474	3,800	32,274
To appropriate FB for Beaver Project Overrun				\$ 3,800	
Library	850-51-48500-000	Donations and Contributions	10,000	5,000	15,000
				\$ 5,000	
Library	850-51-55110-300-000	Operating Expense	10,000	5,000	15,000
To allocate budget for operating expense				\$ 5,000	
General Government	560-10-43580-620	Economic Dev Grant	-	54,700	54,700
				\$ 54,700	
Economic Development	560-15-56710-720-000	Grants. Donations. Contribs	-	54,700	54,700
To create budget for WEDC grant				\$ 54,700	
Parks	250-52-49300-000	Fund Balance Applied	45,180	6,690	51,870
				\$ 6,690	
Parks	250-52-55200-821-000	Land or Land Improvements	20,880	6,690	27,570
To approp impact fees for M-P garage demo overrun				\$ 6,690	
Airport Revenue	630-35-48400-000	Insurance Recoveries	-	7,042	7,042
				\$ 7,042	
Airport	630-35-53510-280-000	Repair & Maint Serv-Facilities	2,630	7,042	9,672
To appropriate Lightning Damage Repair Insurance Proceeds				\$ 7,042	
Airport Revenue	630-35-46330-000	Gas Sales	6,100	4,981	11,081
Airport Revenue	630-35-48212-000	Hangar Lot Lease	20,000	1,535	21,535
				\$ 6,516	
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	12,934	6,516	19,450
To appropriate for addtl gas sales & hanger leases				\$ 6,516	
Fire	100-21-48300-000	Sale of Assets	300	1,611	1,911
				\$ 1,611	
Fire Protection	100-21-52200-392-000	Small Equipment Purchase	6,396	1,611	8,007
To appropriate auction proceeds for tool chest				\$ 1,611	
Airport Revenue	630-35-49300-000	Fund Balance Applied	21,726	8,682	30,408
				\$ 8,682	
Airport	630-35-53510-283-000	Runway & Taxi Repairs	1,100	7,100	8,200
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	17,868	1,582	19,450
To appropriate Fund Balance for Crack Fill & Repairs				\$ 8,682	

City of Baraboo
2019 4th Quarter Budget Amendments

Common Council approved the following 2019 Budget Amendments at their **March 10, 2020** meeting:

27 of 118

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Airport Revenue	630-35-49300-000	Fund Balance Applied	8,682	21,726	30,408
				<u>\$ 21,726</u>	
Interest on Notes	630-35-58220-620-000	Interest	-	21,726	21,726
<i>To apply FB for interest on land loan from State</i>				<u>\$ 21,726</u>	
General Government	100-10-49300-000	Fund Balance Applied	859,018	22,990	882,008
				<u>\$ 22,990</u>	
Administration	100-14-51400-110-000	Salaries	152,751	9,309	162,060
Administration	100-14-51400-110-000	Salaries	152,060	10,000	162,060
Administration	100-14-51400-130-000	Social Security	11,687	1,432	13,119
Administration	100-14-51400-131-000	Retirement	13,178	746	13,924
Administration	100-14-51400-132-000	Health Insurance	21,623	1,503	23,126
<i>To appropriate FB for new Administrator wage/moving</i>				<u>\$ 22,990</u>	
BID	390-69-46850-000	BID Assessment	46,900	1,411	48,311
BID	390-69-49300-000	Fund Balance Applied	5,000	313	5,313
				<u>\$ 1,724</u>	
Community Development	390-69-56700-219-000	Accounting Services	800	1,724	2,524
<i>To BID Assessment additional revenue</i>				<u>\$ 1,724</u>	
Parks	250-52-49300-000	Fund Balance Applied	45,990	5,880	51,870
				<u>\$ 5,880</u>	
Parks	250-52-55200-821-000	Land or Land Improvements	21,690	5,880	27,570
<i>To appropriate FB for projects</i>				<u>\$ 5,880</u>	
Community Development Authori	220-67-43581-000	State Development Grant	-	799,528	799,528
Community Development Authori	980-67-40601-000	Equity Applied	26,194	2,397	28,591
				<u>\$ 801,925</u>	
Community Development	220-67-56700-720-000	Grants. Donations. Contribs	-	799,528	799,528
CDA Administration	980-67-41000-530-000	Rents and Leases	1,609	2,397	4,006
<i>To create budget for State Grant & Create budget for applied equity Donahue</i>				<u>\$ 801,925</u>	

Common Council approved the following 2019 Budget Amendments at their March 10, 2020 meeting:

28 of 118

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Community Development Authori	981-67-40311-000	CDA-Rent Tenant	155,000	14,271	169,271
Community Development Authori	981-67-40340-100	CDA-Rent HUD	30,000	12,268	42,268
Community Development Authori	980-67-40601-000	Equity Applied	2,397	26,194	28,591
				<u>\$ 52,733</u>	
CDA Property Additions	981-67-75000-822-000	Building Improvements	5,000	13,247	18,247
CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials	14,500	7,166	21,666
CDA Ordinary Maint	981-67-44000-260-000	Repair & Maint Serv-Buildings	21,000	6,753	27,753
CDA Administration	981-67-41000-530-000	Rents and Leases	-	4,006	4,006
CDA Administration	981-67-41000-219-000	Accounting Services	1,600	2,039	3,639
CDA Administration	981-67-41000-310-000	Office Supplies	500	1,861	2,361
CDA Administration	981-67-41000-215-001	Prof Serv-Auditing	3,000	1,234	4,234
CDA Administration	981-67-41000-215-002	Prof Serv-Legal	750	1,400	2,150
CDA Administration	981-67-41000-215-000	Professional Services	-	943	943
CDA Ordinary Maint	981-67-44000-392-000	Small Equipment Purchase	1,500	1,368	2,868
CDA Extraordinary Maint	981-67-46000-260-000	Repair & Maint Serv-Buildings	5,000	739	5,739
CDA Ordinary Maint	981-67-44000-220-000	Telephone	-	700	700
CDA Ordinary Maint	981-67-44000-281-000	Snow Removal & Mowing	6,000	616	6,616
CDA Administration	981-67-41000-320-000	Publications. Training. Dues	500	505	1,005
CDA Administration	981-67-41000-330-000	Travel	500	303	803
CDA Administration	981-67-41000-343-000	Postage	275	282	557
CDA Administration	981-67-41000-390-000	Other Supplies & Expense	200	478	678
CDA Utilities	981-67-43000-221-000	Water & Sewer	4,000	545	4,545
CDA Utilities	981-67-43000-223-000	Natural Gas	1,000	646	1,646
CDA Utilities	981-67-43000-225-000	Garbage	4,000	841	4,841
CDA Utilities	981-67-43000-226-000	Stormwater	600	567	1,167
CDA Administration	981-67-41000-120-000	Wages	37,697	6,494	44,191
To create budget for applied equity				<u>\$ 52,733</u>	
Community Development Authori	983-67-40346-000	CDA-Loan Principal Payment	10,965	15,815	26,780
				<u>\$ 15,815</u>	
CDA Administration	983-67-41000-220-000	Telephone	-	68	68
CDA Administration	983-67-41000-510-000	Insurance	-	516	516
CDA Administration	983-67-41000-530-000	Rents and Leases	-	1,026	1,026
CDA Property Additions	983-67-75000-880-000	New Development Distribution	-	14,205	14,205
To create budget for CDA Loan pymt contr				<u>\$ 15,815</u>	
Community Development Authori	986-67-40601-000	CDA Equity applied	-	35,000	35,000
				<u>\$ 35,000</u>	
CDA Property Additions	986-67-75000-880-000	New Development Distribution	-	35,000	35,000
To create budget for equity applied				<u>\$ 35,000</u>	
Community Development Authori	989-67-40347-000	CDA-Loan Interest Income	-	6	6
				<u>\$ 6</u>	
CDA Administration	989-67-41000-390-000	Other Supplies & Expense	-	6	6
To create budget for interest income				<u>\$ 6</u>	

Common Council approved the following 2019 Budget Amendments at their March 10, 2020 meeting:

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Community Development Authori	984-67-40346-000	CDA-Loan Principal Payment	1,895	270	2,165
Community Development Authori	984-67-40601-000	CDA Equity Applied	-	5,728	5,728
				\$ 5,998	
CDA Property Additions	984-67-91000-900-000	Cost allocation	3,760	5,998	9,758
<i>To create budget for cost allocation T/O</i>				\$ 5,998	
Fire	900-21-48110-000	Interest on Investments	150	154	304
Fire	900-21-49300-000	Fund Balance Applied	-	11,910	11,910
				\$ 12,064	
Fire Protection	900-21-52200-300-000	Operating Expense	16,000	12,064	28,064
<i>To create budget for payout expense</i>				\$ 12,064	
Library	100-51-46710-000	General Fund - Library	27,000	2,544	29,544
				\$ 2,544	
Library	100-51-55110-128-000	Merit Pay	4,488	2,544	7,032
<i>To allocate fund balance for merit increases</i>				\$ 2,544	
General Government	100-10-49300-000	Fund Balance Applied	875,390	6,618	882,008
				\$ 6,618	
Municipal Building	100-11-51640-223-000	Heat	12,351	6,618	18,969
<i>To apply fund balance bldg overrun</i>				\$ 6,618	
General Government	430-10-49300-000	Fund Balance Applied	1,916,803	1,220	1,918,023
				\$ 1,220	
PS/Admin Building	430-11-51640-612-000	Principal on Capital Lease	172,200	1,200	173,400
PS/Admin Building	430-11-51640-622-000	Interest on Capital Lease	338,063	20	338,083
<i>To appropriate FB for IMPCT Fee SHRTG</i>				\$ 1,220	
General Government	430-10-49300-000	Fund Balance Applied	1,898,930	19,093	1,918,023
				\$ 19,093	
Bridges	430-30-53330-821-000	Land Improvements	1,449	19,093	20,542
<i>To appropriate FB for budgeted PY project</i>				\$ 19,093	
General Government	100-10-49300-000	Fund Balance Applied	857,008	25,000	882,008
				\$ 25,000	
Independent Auditing	100-11-51510-215-000	Professional Services	45,450	25,000	70,450
<i>To appropriate FB for BDAS Audit</i>				\$ 25,000	
City Administrator	100-14--49300-000	Fund Balance Applied	21,220	280	21,500
				\$ 280	
Administration	100-14-51400-215-000	Professional Services	2,960	280	3,240
<i>To utilize fund balance for Mueller Communications_High School incident from 1st Quarter</i>				\$ 280	
General Government	430-10-49300-000	Fund Balance Applied	1,849,492	68,531	1,918,023
				\$ 68,531	
New Streets - Aidable	430-30-57330-215-000	Professional Services	-	62,068	62,068
New Streets - Aidable	430-30-57330-821-000	Land or Land Improvements	1,319,655	6,463	1,326,118
<i>To appropriate FB for BDAS Audit</i>				\$ 68,531	

2019 4th Quarter Budget Amendments

Common Council approved the following 2019 Budget Amendments at their March 10, 2020 meeting:

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Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Police	100-20-48500-400	Donations - Designated	2,200	526	2,726
Police	100-20-48500-480	Donations-Designate Prop/Equip	128	200	328
Police	100-20-49310-400	Fund Balance Applied-Desig Don	2,062	(406)	1,656
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	301	(200)	101
				\$ 120	
Police Department	100-20-52110-390-400	Other Supp & Exp - Designated	222	120	342
<i>To approp funds for Elks sponsorship and approp fund for police equipment from proper</i>				\$ 120	
Street Department	100-31-46391-000	Sale of Garbage Carts	6,000	2,297	8,297
				\$ 2,297	
Garbage & Refuse	100-31-53620-392-000	Small Equipment Purchase	8,958	2,297	11,255
<i>To utilize fund balance for Mueller Communications_High School incident from 1st Quarter</i>				\$ 2,297	
Fire	100-21-48500-400	Donations - Designated	7,122	4,911	12,033
Fire	100-21-49300-400	Fund Balance Applied_Donations	7,709	(2,670)	5,039
				\$ 2,241	
Fire Protection	100-21-52200-320-400	Pubs. Training. Dues - Designa	119	154	273
Fire Protection	100-21-52200-340-400	Operating - Designated	466	213	679
Fire Protection	100-21-52200-346-400	Uniforms - Designated	8,760	1,210	9,970
Fire Protection	100-21-52200-390-400	Other Exp - Designated	27	184	211
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	5,459	480	5,939
<i>To approp addl revenue for sale of garbage cart</i>				\$ 2,241	
General Government	360-10-49300-000	Fund Balance Applied	1,369	104,286	105,655
				\$ 104,286	
Transfer to TIF	360-10-59238-900-000	Cost Reallocation	283,159	94,286	377,445
New Streets - Aidable	360-30-57330-821-000	Land or Land Improvements	-	10,000	10,000
<i>To appropriate FB for TIF8 and Project</i>				\$ 104,286	
General Government	300-10-49120-000	Proceeds from Notes	-	46,905	46,905
				\$ 46,905	
Debt Issuance Costs	300-10-58300-630-000	Issuance Costs	1,434	46,905	48,339
<i>To use debt proceeds for issuance cost</i>				\$ 46,905	
General Government	370-10-49300-000	Fund Balance Applied	-	1,753	1,753
				\$ 1,753	
Interest on Advance	370-10-58290-620-000	Interest on Advance	1,200	1,665	2,865
Interest on Advance	370-10-58290-620-008	Interest on Advance - Non Guar	-	88	88
<i>To appropraite FB for interest expense</i>				\$ 1,753	

City of Baraboo
2019 4th Quarter Budget Amendments

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Common Council approved the following 2019 Budget Amendments at their **March 10, 2020** meeting:

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
General Government	380-10-49300-000	Fund Balance Applied	-	36,145	36,145
				<u>\$ 36,145</u>	
Urban Development	380-10-56600-215-000	Professional Services	-	10,599	10,599
Urban Development	380-10-56600-226-000	Stormwater	1,035	1,138	2,173
Urban Development	380-10-56600-270-000	Special Services	-	21,701	21,701
Urban Development	380-10-56600-720-000	Grants. Donations. Contribs	7,500	95	7,595
Interest on Advance	380-10-58290-620-000	Interest	1,000	1,806	2,806
Urban Development	380-10-56600-110-000	Salaries	300	806	1,106
<i>To approp addl revenue for sale of garbage cart</i>				<u>\$ 36,145</u>	
Net impact on all city-wide funds' budgets				<u>\$ 1,391,538</u>	
Net impact on City's General Fund Only				<u>\$ 201,015</u>	

Published by the authority of the City of Baraboo.

Cynthia Haggard, Finance Director

City of Baraboo
4th Quarter Budget Amendments
Supplemental Budget

32 of 118

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Fire	100-21-48500-400	Donations - Designated	(10,390)	(1,643)	(12,033)
Source of Funds:		Restricted Fund Balance Applied			
Fire	100-21-49300-400	Fund Balance Applied_Donations	(4,837)	(202)	(5,039)
				<u>\$ (1,845)</u>	
Use of Funds					
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	4,094	1,845	5,939
				<u>\$ 1,845</u>	

To appropriate Donations for new pagers

Park Segregated

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Parks	870-52-48500-000	Donations and Contributions	(46,500)	(2,758)	(49,258)
				<u>\$ (2,758)</u>	
Use of Funds					
Parks	870-52-55200-814-000	Equipment Purchases	-	2,758	2,758
				<u>\$ 2,758</u>	

To appropriate Donations Recd for Bench

Park Segregated

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Parks	870-52-49300-000	Fund Balance Applied	(66,348)	(3,800)	(70,148)
				<u>\$ (3,800)</u>	
Use of Funds					
Zoo	870-52-55410-861-000	Facilities Improvements	28,474	3,800	32,274
				<u>\$ 3,800</u>	

To appropriate FB for Beaver Project Overrun

Library Segregated

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Library	850-51-48500-000	Donations and Contributions	(10,000)	(5,000)	(15,000)
				<u>\$ (5,000)</u>	
Use of Funds					
Library	850-51-55110-300-000	Operating Expense	10,000	5,000	15,000
				<u>\$ 5,000</u>	

To allocate budget for operating expense

General Fund**33 of 118**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
City Administrator	100-14--49300-000	Fund Balance Applied	(21,220)	(280)	(21,500)
				<u>\$ (280)</u>	
Use of Funds					
Administration	100-14-51400-215-000	Professional Services	2,960	280	3,240
				<u>\$ 280</u>	

To utilize fund balance for Mueller Communications_High School incident from 1st Quarter

Economic Development Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
General Government	560-10-43580-620	Economic Dev Grant	-	(54,700)	(54,700)
				<u>\$ (54,700)</u>	
Use of Funds					
Economic Development	560-15-56710-720-000	Grants. Donations. Contribs	-	54,700	54,700
				<u>\$ 54,700</u>	

To create budget for WEDC grant

Park Impact/Development

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Parks	250-52-49300-000	Fund Balance Applied	(45,180)	(6,690)	(51,870)
				<u>\$ (6,690)</u>	
Use of Funds					
Parks	250-52-55200-821-000	Land or Land Improvements	20,880	6,690	27,570
				<u>\$ 6,690</u>	

To approp impact fees for M-P garage demo overrun

Airport

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Airport Revenue	630-35-48400-000	Insurance Recoveries	-	(7,042)	(7,042)
				<u>\$ (7,042)</u>	
Use of Funds					
Airport	630-35-53510-280-000	Repair & Maint Serv-Facilities	2,630	7,042	9,672
				<u>\$ 7,042</u>	

To lightning Damage Repair Insurance Proceeds

Airport**34 of 118**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Airport Revenue	630-35-46330-000	Gas Sales	(6,100)	(4,981)	(11,081)
Airport Revenue	630-35-48212-000	Hangar Lot Lease	(20,000)	(1,535)	(21,535)
				<u>\$ (6,516)</u>	
Use of Funds					
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	12,934	6,516	19,450
				<u>\$ 6,516</u>	

*To approp for addtl gas sales & hanger leases***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Fire	100-21-48300-000	Sale of Assets	(300)	(1,611)	(1,911)
				<u>\$ (1,611)</u>	
Use of Funds					
Fire Protection	100-21-52200-392-000	Small Equipment Purchase	6,396	1,611	8,007
				<u>\$ 1,611</u>	

*To approp auction proceeds for tool chest***Airport**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Airport Revenue	630-35-49300-000	Fund Balance Applied	(21,726)	(8,682)	(30,408)
				<u>\$ (8,682)</u>	
Use of Funds					
Airport	630-35-53510-283-000	Runway & Taxi Repairs	1,100	7,100	8,200
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	17,868	1,582	19,450
				<u>\$ 8,682</u>	

*To approp Fund Balance for Crack Fill & Repairs***Airport**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Airport Revenue	630-35-49300-000	Fund Balance Applied	(8,682)	(21,726)	(30,408)
				<u>\$ (21,726)</u>	
Use of Funds					
Interest on Notes	630-35-58220-620-000	Interest	-	21,726	21,726
				<u>\$ 21,726</u>	

To apply FB for interest on land loan from State

General Fund**35 of 118**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
General Government	100-10-49300-000	Fund Balance Applied	(859,018)	(22,990)	(882,008)
				<u>\$ (22,990)</u>	
Use of Funds					
Administration	100-14-51400-110-000	Salaries	152,751	9,309	162,060
Administration	100-14-51400-110-000	Salaries	152,060	10,000	162,060
Administration	100-14-51400-130-000	Social Security	11,687	1,432	13,119
Administration	100-14-51400-131-000	Retirement	13,178	746	13,924
Administration	100-14-51400-132-000	Health Insurance	21,623	1,503	23,126
				<u>\$ 22,990</u>	

*To approp FB for new Administrator wage/moving***BID**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
BID	390-69-46850-000	BID Assessment	(46,900)	(1,411)	(48,311)
Source of Funds:		Restricted Fund Balance Applied			
BID	390-69-49300-000	Fund Balance Applied	(5,000)	(313)	(5,313)
				<u>\$ (1,724)</u>	
Use of Funds					
Community Development	390-69-56700-219-000	Accounting Services	800	1,724	2,524
				<u>\$ 1,724</u>	

*To allocate BID Assessment additional revenue & apply FB for accounting services***Park Impact/Development**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Parks	250-52-49300-000	Fund Balance Applied	(45,990)	(5,880)	(51,870)
				<u>\$ (5,880)</u>	
Use of Funds					
Parks	250-52-55200-821-000	Land or Land Improvements	21,690	5,880	27,570
				<u>\$ 5,880</u>	

*To appropriate FB for projects***Comm Dev Block Grant**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Community Development Authori	220-67-43581-000	State Development Grant	-	(799,528)	(799,528)
				<u>\$ (799,528)</u>	
Use of Funds					
Community Development	220-67-56700-720-000	Grants. Donations. Contribs	-	799,528	799,528
				<u>\$ 799,528</u>	

To create budget for State Grant

Donahue Terrace

36 of 118

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Community Development Authori	980-67-40601-000	Equity Applied	(26,194)	(2,397)	(28,591)
				<u>\$ (2,397)</u>	
Use of Funds					
CDA Administration	980-67-41000-530-000	Rents and Leases	1,609	2,397	4,006
				<u>\$ 2,397</u>	

To create budget for applied equity

Corson Square

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Community Development Authori	981-67-40311-000	CDA-Rent Tenant	(155,000)	(14,271)	(169,271)
Community Development Authori	981-67-40340-100	CDA-Rent HUD	(30,000)	(12,268)	(42,268)
Source of Funds:		Restricted Fund Balance Applied			
Community Development Authori	980-67-40601-000	Equity Applied	(2,397)	(26,194)	(28,591)
				<u>\$ (52,733)</u>	

Use of Funds					
CDA Property Additions	981-67-75000-822-000	Building Improvements	5,000	13,247	18,247
CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials	14,500	7,166	21,666
CDA Ordinary Maint	981-67-44000-260-000	Repair & Maint Serv-Buildings	21,000	6,753	27,753
CDA Administration	981-67-41000-530-000	Rents and Leases	-	4,006	4,006
CDA Administration	981-67-41000-219-000	Accounting Services	1,600	2,039	3,639
CDA Administration	981-67-41000-310-000	Office Supplies	500	1,861	2,361
CDA Administration	981-67-41000-215-001	Prof Serv-Auditing	3,000	1,234	4,234
CDA Administration	981-67-41000-215-002	Prof Serv-Legal	750	1,400	2,150
CDA Administration	981-67-41000-215-000	Professional Services	-	943	943
CDA Ordinary Maint	981-67-44000-392-000	Small Equipment Purchase	1,500	1,368	2,868
CDA Extraordinary Maint	981-67-46000-260-000	Repair & Maint Serv-Buildings	5,000	739	5,739
CDA Ordinary Maint	981-67-44000-220-000	Telephone	-	700	700
CDA Ordinary Maint	981-67-44000-281-000	Snow Removal & Mowing	6,000	616	6,616
CDA Administration	981-67-41000-320-000	Publications. Training. Dues	500	505	1,005
CDA Administration	981-67-41000-330-000	Travel	500	303	803
CDA Administration	981-67-41000-343-000	Postage	275	282	557
CDA Administration	981-67-41000-390-000	Other Supplies & Expense	200	478	678
CDA Utilities	981-67-43000-221-000	Water & Sewer	4,000	545	4,545
CDA Utilities	981-67-43000-223-000	Natural Gas	1,000	646	1,646
CDA Utilities	981-67-43000-225-000	Garbage	4,000	841	4,841
CDA Utilities	981-67-43000-226-000	Stormwater	600	567	1,167
CDA Administration	981-67-41000-120-000	Wages	37,697	6,494	44,191
				<u>\$ 52,733</u>	

To create budget for applied equity

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Community Development Authori	983-67-40346-000	CDA-Loan Principal Payment	(10,965)	(15,815)	(26,780)
				<u>\$ (15,815)</u>	
Use of Funds					
CDA Administration	983-67-41000-220-000	Telephone	-	68	68
CDA Administration	983-67-41000-510-000	Insurance	-	516	516
CDA Administration	983-67-41000-530-000	Rents and Leases	-	1,026	1,026
CDA Property Additions	983-67-75000-880-000	New Development Distribution	-	14,205	14,205
				<u>\$ 15,815</u>	

To create budget for CDA Loan pymt contr

Revolving ED Loan

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Community Development Authori	986-67-40601-000	CDA Equity applied	-	(35,000)	(35,000)
				<u>\$ (35,000)</u>	
Use of Funds					
CDA Property Additions	986-67-75000-880-000	New Development Distribution	-	35,000	35,000
				<u>\$ 35,000</u>	

To create budget for equity applied

Capital Catalyst Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Community Development Authori	989-67-40347-000	CDA-Loan Interest Income	-	(6)	(6)
				<u>\$ (6)</u>	
Use of Funds					
CDA Administration	989-67-41000-390-000	Other Supplies & Expense	-	6	6
				<u>\$ 6</u>	

To create budget for interest income

ED Grant

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Community Development Authori	984-67-40346-000	CDA-Loan Principal Payment	(1,895)	(270)	(2,165)
Source of Funds:		Restricted Fund Balance Applied			
Community Development Authori	984-67-40601-000	CDA Equity Applied	-	(5,728)	(5,728)
				<u>\$ (5,998)</u>	
Use of Funds					
CDA Property Additions	984-67-91000-900-000	Cost allocation	3,760	5,998	9,758
				<u>\$ 5,998</u>	

To create budget for cost allocation T/O

Firefighters Retirement Fund
38 of 118

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Fire	900-21-48110-000	Interest on Investments	(150)	(154)	(304)
Source of Funds:		Restricted Fund Balance Applied			
Fire	900-21-49300-000	Fund Balance Applied	-	(11,910)	(11,910)
				<u>\$ (12,064)</u>	
Use of Funds					
Fire Protection	900-21-52200-300-000	Operating Expense	16,000	12,064	28,064
				<u>\$ 12,064</u>	

To create budget for payout expense

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Library	100-51-46710-000	Library	(27,000)	(2,544)	(29,544)
				<u>\$ (2,544)</u>	
Use of Funds					
Library	100-51-55110-128-000	Merit Pay	4,488	2,544	7,032
				<u>\$ 2,544</u>	

To allocate fund balance for merit increases

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
General Government	100-10-49300-000	Fund Balance Applied	(875,390)	(6,618)	(882,008)
				<u>\$ (6,618)</u>	
Use of Funds					
Municipal Building	100-11-51640-223-000	Heat	12,351	6,618	18,969
				<u>\$ 6,618</u>	

To apply fund balance bldg overrun

Capital Projects

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
General Government	430-10-49300-000	Fund Balance Applied	(1,916,803)	(1,220)	(1,918,023)
				<u>\$ (1,220)</u>	
Use of Funds					
PS/Admin Building	430-11-51640-612-000	Principal on Capital Lease	172,200	1,200	173,400
PS/Admin Building	430-11-51640-622-000	Interest on Capital Lease	338,063	20	338,083
				<u>\$ 1,220</u>	

To appropriate FB for IMPCT Fee SHRTG

Capital Projects**39 of 118**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Restricted Fund Balance Applied					
General Government	430-10-49300-000	Fund Balance Applied	(1,898,930)	(19,093)	(1,918,023)
				<u>\$ (19,093)</u>	
Use of Funds					
Bridges	430-30-53330-821-000	Land Improvements	1,449	19,093	20,542
				<u>\$ 19,093</u>	

*To appropriate FB for budgeted PY project***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Fund Balance Applied					
General Government	100-10-49300-000	Fund Balance Applied	(857,008)	(25,000)	(882,008)
				<u>\$ (25,000)</u>	
Use of Funds					
Independent Auditing	100-11-51510-215-000	Professional Services	45,450	25,000	70,450
				<u>\$ 25,000</u>	

*To appropriate FB for BDAS Audit***Capital Projects**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Restricted Fund Balance Applied					
General Government	430-10-49300-000	Fund Balance Applied	(1,849,492)	(68,531)	(1,918,023)
				<u>\$ (68,531)</u>	
Use of Funds					
New Streets - Aidable	430-30-57330-215-000	Professional Services	-	62,068	62,068
New Streets - Aidable	430-30-57330-821-000	Land or Land Improvements	1,319,655	6,463	1,326,118
				<u>\$ 68,531</u>	

*To appropriate FB for street project overbudget***TIF VI**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Restricted Fund Balance Applied					
General Government	360-10-49300-000	Fund Balance Applied	(1,369)	(104,286)	(105,655)
				<u>\$ (104,286)</u>	
Use of Funds					
Transfer to TIF	360-10-59238-900-000	Cost Reallocation	283,159	94,286	377,445
New Streets - Aidable	360-30-57330-821-000	Land or Land Improvements	-	10,000	10,000
				<u>\$ 104,286</u>	

To appropriate FB for TIF8 and Project

Debt Service**40 of 118**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
General Government	300-10-49120-000	Proceeds from Notes	-	(46,905)	(46,905)
				<u>\$ (46,905)</u>	
Use of Funds					
Debt Issuance Costs	300-10-58300-630-000	Issuance Costs	1,434	46,905	48,339
				<u>\$ 46,905</u>	

*To use debt proceeds for issuance cost***TIF #7**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
General Government	370-10-49300-000	Fund Balance Applied	-	(1,753)	(1,753)
				<u>\$ (1,753)</u>	
Use of Funds					
Interest on Advance	370-10-58290-620-000	Interest on Advance	1,200	1,665	2,865
Interest on Advance	370-10-58290-620-008	Interest on Advance - Non Guar	-	88	88
				<u>\$ 1,753</u>	

*To appropriate FB for interest expense***TIF #8**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
General Government	380-10-49300-000	Fund Balance Applied	-	(36,145)	(36,145)
				<u>\$ (36,145)</u>	
Use of Funds					
Urban Development	380-10-56600-215-000	Professional Services	-	10,599	10,599
Urban Development	380-10-56600-226-000	Stormwater	1,035	1,138	2,173
Urban Development	380-10-56600-270-000	Special Services	-	21,701	21,701
Urban Development	380-10-56600-720-000	Grants. Donations. Contribs	7,500	95	7,595
Interest on Advance	380-10-58290-620-000	Interest	1,000	1,806	2,806
Urban Development	380-10-56600-110-000	Salaries	300	806	1,106
				<u>\$ 36,145</u>	

To appropriate for urban development

General Fund

41 of 118

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Police	100-20-48500-400	Donations - Designated	(2,200)	(526)	(2,726)
Police	100-20-48500-480	Donations-Designate Prop/Equip	(128)	(200)	(328)
Source of Funds:		Restricted Fund Balance Applied			
Police	100-20-49310-400	Fund Balance Applied-Desig Don	(2,062)	406	(1,656)
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	(301)	200	(101)
				<u>\$ (120)</u>	
Use of Funds					
Police Department	100-20-52110-390-400	Other Supp & Exp - Designated	222	120	342
				<u>\$ 120</u>	

To approp funds for Elks sponsorship & approp funds for police equipment from property

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Fire	100-21-48500-400	Donations - Designated	(7,122)	(4,911)	(12,033)
Source of Funds:		Restricted Fund Balance Applied			
Fire	100-21-49300-400	Fund Balance Applied_Donations	(7,709)	2,670	(5,039)
				<u>\$ (2,241)</u>	
Use of Funds					
Fire Protection	100-21-52200-340-400	Operating - Designated	466	213	679
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	5,459	480	5,939
Fire Protection	100-21-52200-346-400	Uniforms - Designated	8,760	1,210	9,970
Fire Protection	100-21-52200-320-400	Pubs. Training. Dues - Designa	119	154	273
Fire Protection	100-21-52200-390-400	Other Exp - Designated	27	184	211
				<u>\$ 2,241</u>	

To approp funds for smoke alarms from donations

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Street Department	100-31-46391-000	Sale of Garbage Carts	(6,000)	(2,297)	(8,297)
				<u>\$ (2,297)</u>	
Use of Funds					
Garbage & Refuse	100-31-53620-392-000	Small Equipment Purchase	8,958	2,297	11,255
				<u>\$ 2,297</u>	

To approp addl revenue for sale of garbage carts

CITY OF BARABOO

4th Quarter Budgetary Transfers
Period: 10/31/2019 (10/19)Page: 1
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Report Criteria:

Budget Level.Level = 4

Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
10/03/2019	BA 19 78 AIR-Transfer needed for lighting on new road sign	630-35-53510-283-000	Runway & Taxi Repairs		2,495.00-
10/03/2019	BA 19 78 AIR-Transfer needed for lighting on new road sign	630-35-53510-821-000	Land or Land Improvements	2,495.00	
10/04/2019	BA 19 79 IT-Transfer needed for Meraki Wireless Access FD	100-10-51450-250-000	Repair & Maint Serv-Equipment		2,000.00-
10/04/2019	BA 19 79 IT-Transfer needed for Meraki Wireless Access FD	100-10-51450-392-000	Small Equipment Purchase	2,000.00	
10/09/2019	BA 19 80 ZOO-Transfer for new gate entrance	100-52-55410-260-000	Repair & Maint Serv-Buildings		1,810.00-
10/09/2019	BA 19 80 ZOO-Transfer for new gate entrance	100-52-55410-280-000	Repair & Maint Serv-Facilities	1,810.00	
10/21/2019	BA 19 86 ZOO-Transfer for otter's veterinary services	100-52-55410-342-000	Animal Feed		1,592.00-
10/21/2019	BA 19 86 ZOO-Transfer for otter's veterinary services	100-52-55410-211-000	Veterinary Services	1,592.00	
10/21/2019	BA 19 87 ZOO-Transfer for Lodi Vet expenses	100-52-55410-342-000	Animal Feed		1,300.00-
10/21/2019	BA 19 87 ZOO-Transfer for Lodi Vet expenses	100-52-55410-211-000	Veterinary Services	1,300.00	
10/21/2019	BA 19 88 PRK-Transfer for Fall tree planting	100-52-55200-340-000	Operating Supplies		647.00-
10/21/2019	BA 19 88 PRK-Transfer for Fall tree planting	100-52-56110-377-000	Trees. Seed & Sod	647.00	
10/10/2019	BA 19 81 PK-Transfer for personal mileage to meeting in Sau	100-52-55200-340-000	Operating Supplies		50.00-
10/10/2019	BA 19 81 PK-Transfer for personal mileage to meeting in Sau	100-52-55200-330-000	Travel	50.00	
10/10/2019	BA 19 81 ENG-Transfer for stakes	100-30-53100-340-000	Operating Supplies	639.00	
10/10/2019	BA 19 81 ENG-Transfer for stakes	100-31-53300-340-000	Operating Supplies		639.00-
10/10/2019	BA 19 82 REC-Transfer for program supplies	100-53-55300-340-020	Operating - Baseball		150.00-
10/10/2019	BA 19 82 REC-Transfer for program supplies	100-53-55300-340-030	Operating - Basketball		160.00-
10/10/2019	BA 19 82 REC-Transfer for program supplies	100-53-55300-340-171	Operating - Aerobics	310.00	
10/10/2019	BA 19 83 PD-Transfer for increase in Lexis Nexis fees	100-20-52120-392-000	Small Equipment Purchase		750.00-
10/10/2019	BA 19 83 PD-Transfer for increase in Lexis Nexis fees	100-20-52120-270-000	Special Services	750.00	
10/10/2019	BA 19 84 PD-Transfer for additional vest purchases	100-20-52110-392-610	Small Equipment-Ballistic Vest	3,055.00	
10/10/2019	BA 19 84 PD-Transfer for additional vest purchases	100-20-52110-250-000	Repair & Maint Serv-Equipment		3,055.00-
10/10/2019	BA 19 85 PD-Transfer for additional phone expense	100-20-52110-220-000	Telephone	3,500.00	
10/10/2019	BA 19 85 PD-Transfer for additional phone expense	100-20-52110-240-000	Repair & Maint Service-Vehicle		3,500.00-
10/31/2019	BA 19 89 PW-Transfer for additional safety items	100-31-53230-319-000	Safety	500.00	
10/31/2019	BA 19 89 PW-Transfer for additional safety items	100-31-53230-340-000	Operating Supplies		500.00-
10/31/2019	BA 19 90 PW-Transfer for recycling tires	100-31-53620-341-000	Tires		525.00-
10/31/2019	BA 19 90 PW-Transfer for recycling tires	100-31-53635-341-000	Tires	525.00	
10/31/2019	BA 19 91 PW-Transfer for budget overages on fuel	100-31-53300-348-000	Gas. Diesel. Oil. Grease	2,000.00	
10/31/2019	BA 19 91 PW-Transfer for budget overages on fuel	100-31-53240-348-000	Gas. Diesel. Oil. Grease	3,000.00	
10/31/2019	BA 19 91 PW-Transfer for budget overages on fuel	100-31-53370-348-000	Gas. Diesel. Oil. Grease		3,500.00-
10/31/2019	BA 19 91 PW-Transfer for budget overages on fuel	100-31-53300-340-000	Operating Supplies		1,500.00-
10/31/2019	BA 19 92 PK-Transfer for safety boots	100-52-55130-340-000	Operating Supplies		61.00-
10/31/2019	BA 19 92 PK-Transfer for safety boots	100-52-55130-346-000	Uniforms	61.00	
10/31/2019	BA 19 93 PK-Transfer to cover water aerobic prof services	100-53-55420-215-231	Prof Services - Water Aerobics	850.00	
10/31/2019	BA 19 93 PK-Transfer to cover water aerobic prof services	100-53-55420-340-000	Operating Supplies		850.00-

CITY OF BARABOO

4th Quarter Budgetary Transfers
Period: 11/30/2019 (11/19)

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
11/06/2019	BA 19 95 AIR-Transfer funds to cover operating overruns	630-35-53510-390-000	Other Supplies & Expense		900.00-
11/06/2019	BA 19 95 AIR-Transfer funds to cover operating overruns	630-35-53510-510-000	Insurance	900.00	
11/06/2019	BA 19 95 AIR-Transfer funds to cover operating overruns	630-35-53510-283-000	Runway & Taxi Repairs		1,405.00-
11/06/2019	BA 19 95 AIR-Transfer funds to cover operating overruns	630-35-53510-223-000	Heat	650.00	
11/06/2019	BA 19 95 AIR-Transfer funds to cover operating overruns	630-35-53510-270-000	Special Services	86.00	
11/06/2019	BA 19 95 AIR-Transfer funds to cover operating overruns	630-35-53510-250-000	Repair & Maint Serv-Equipment	669.00	
11/18/2019	BA 19 98 PW_Transfer for asphalt patching eqmt. Bdgt overru	100-31-53240-392-000	Small Equipment Purchase		4,900.00-
11/18/2019	BA 19 98 PW_Transfer for asphalt patching eqmt. Bdgt overru	100-31-53240-814-000	Equipment Purchases	4,900.00	
11/20/2019	BA 19 106 AIR_Transfer for weather station electrical work	630-35-53510-282-000	Lighting Repairs		630.00-
11/20/2019	BA 19 106 AIR_Transfer for weather station electrical work	630-35-53510-280-000	Repair & Maint Serv-Facilities	630.00	
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	100-51-55110-328-000	Lib Mat - Audio Visual		500.00-
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	100-51-55110-327-000	Lib Mat-Teen	500.00	
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	100-51-55110-260-000	Repair & Maint Serv-Buildings		1,225.00-
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	100-51-55110-326-000	Lib Mat-Periodicals	500.00	
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	100-51-55110-329-000	Lib Mat - Electronic	75.00	
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	100-51-55110-393-000	Public Relations	150.00	
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	100-51-55110-310-000	Office Supplies	500.00	
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	851-51-55110-215-000	Professional Services		1,700.00-
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	851-51-55110-223-000	Heat	700.00	
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	851-51-55110-340-000	Operating Supplies	900.00	
11/20/2019	BA 19 107 LIB_Transfer for line item budget overruns	851-51-55110-510-000	Insurance	100.00	
11/19/2019	BA 19 99 PW_Tfr for concrete blocks/aglime for compost site	100-31-53650-340-000	Operating Supplies	850.00	
11/19/2019	BA 19 99 PW_Tfr for concrete blocks/aglime for compost site	100-31-53650-270-000	Special Services		850.00-
11/19/2019	BA 19 100 PD_Transfer to purchase commendation pins	100-20-52110-340-000	Operating Supplies	1,000.00	
11/19/2019	BA 19 100 PD_Transfer to purchase commendation pins	100-20-52110-392-000	Small Equipment Purchase		1,000.00-
11/19/2019	BA 19 101 PD_Transfer to provide more Dept Serv training	100-20-52120-320-000	Publications. Training. Dues	1,500.00	
11/19/2019	BA 19 101 PD_Transfer to provide more Dept Serv training	100-20-52110-320-000	Publications. Training. Dues		1,500.00-
11/19/2019	BA 19 102 PK_Transfer facility maint funds to zoo	100-52-55410-280-000	Repair & Maint Serv-Facilities	3,000.00	
11/19/2019	BA 19 102 PK_Transfer facility maint funds to zoo	100-52-55200-280-000	Repair & Maint Serv-Facilities		3,000.00-
11/19/2019	BA 19 103 PK_Transfer for forestry training	100-52-56110-320-000	Publications. Training. Dues	185.00	
11/19/2019	BA 19 103 PK_Transfer for forestry training	100-52-56110-340-000	Operating Supplies		185.00-
11/19/2019	BA 19 104 PK_Transfer for animal food	100-52-55410-320-000	Publications. Training. Dues		711.00-
11/19/2019	BA 19 104 PK_Transfer for animal food	100-52-55410-342-000	Animal Feed	711.00	
11/19/2019	BA 19 105 PK_Transfer for fall tree planting in ROW	100-52-53370-377-000	Trees, Seed, Sod	2,241.00	
11/19/2019	BA 19 105 PK_Transfer for fall tree planting in ROW	100-52-56110-377-000	Trees. Seed & Sod		2,241.00-
11/25/2019	BA 19 109 ENG_Transfer to cover new dept cell phones	100-22-52400-310-000	Office Supplies		80.00-
11/25/2019	BA 19 109 ENG_Transfer to cover new dept cell phones	100-22-52400-220-000	Telephone	80.00	
11/25/2019	BA 19 109 ENG_Transfer to cover new dept cell phones	100-30-53100-310-000	Office Supplies		160.00-
11/25/2019	BA 19 109 ENG_Transfer to cover new dept cell phones	100-30-53100-220-000	Telephone	160.00	
11/25/2019	BA 19 110 ENG_Transfer to cover zoning publication	100-14-56300-215-000	Professional Services		200.00-

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
11/25/2019	BA 19 110 ENG_Transfer to cover zoning publication	100-22-56400-210-000	Publishing	200.00	
11/25/2019	BA 19 111 PW_Transfer to cover christmas light supplies	100-31-53420-270-000	Special Services		200.00-
11/25/2019	BA 19 111 PW_Transfer to cover christmas light supplies	100-31-53420-350-000	Repair & Maint Materials	200.00	
11/25/2019	BA 19 112 PK_Transfer to cover zoo maintenance/animal fee	100-52-55410-340-000	Operating Supplies		175.00-
11/25/2019	BA 19 112 PK_Transfer to cover zoo maintenance/animal fee	100-52-55410-350-000	Repair & Maint Materials	350.00	
11/25/2019	BA 19 112 PK_Transfer to cover zoo maintenance/animal fee	100-52-55200-350-000	Repair & Maint Materials		950.00-
11/25/2019	BA 19 112 PK_Transfer to cover zoo maintenance/animal fee	100-52-55410-342-000	Animal Feed	775.00	
01/23/2020	BA 19-03 WA Trf funds to cover budget overages	970-37-67600-340-000	Operating Supplies		50.00-
01/23/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-66300-348-000	Gas. Diesel. Oil. Grease	935.00	
01/23/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-67500-348-000	Gas. Diesel. Oil. Grease		935.00-
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-82200-221-000	Water & Sewer	1,650.00	
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-82200-250-000	Repair & Maint Serv-Equipment		1,900.00-
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-82200-260-000	Repair & Maint Serv-Buildings		3,000.00-
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-82710-345-000	Chemicals		20,115.00-
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-82810-240-000	Repair & Maint Service-Vehicle	1,515.00	
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-82810-348-000	Gas. Diesel. Oil. Grease		850.00-
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-83100-250-000	Repair & Maint Serv-Equipment		300.00-
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-83100-348-000	Gas. Diesel. Oil. Grease	300.00	
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-83200-222-000	Electricity	5.00	
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-83200-340-000	Operating Supplies		5.00-
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-83300-250-000	Repair & Maint Serv-Equipment	17,300.00	
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-83300-260-000	Repair & Maint Serv-Buildings	50.00	
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-83400-260-000	Repair & Maint Serv-Buildings	7,350.00	
01/24/2020	BA 19-02 SE Trf funds to cover budget overages	960-36-83410-250-000	Repair & Maint Serv-Equipment		2,000.00-
01/24/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-62300-222-000	Electricity		16,635.00-
01/24/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-92600-110-000	Salaries		1,050.00-
01/24/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-92600-120-000	Wages		1,425.00-
01/24/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-92600-122-000	Overtime	30.00	
01/24/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-92600-130-000	Social Security		210.00-
01/24/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-92600-131-000	Retirement		300.00-
01/24/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-92600-132-000	Health Insurance		890.00-
01/24/2020	BA 19-07 WA Trf funds to cover budget overages	970-37-92600-340-000	Operating Supplies	20,480.00	
12/06/2019	BA 19 115 AIR-Transfer for insurance over budget	630-35-53510-360-000	Repair & Maint - Buildings		559.00-
12/06/2019	BA 19 115 AIR-Transfer for insurance over budget	630-35-53510-510-000	Insurance	559.00	
12/13/2019	BA 19 115 PW-Transfer for snowboards on #13	100-31-53350-250-000	Repair & Maint Serv-Equipment		271.00-
12/13/2019	BA 19 115 PW-Transfer for snowboards on #13	100-31-53350-350-000	Repair & Maint Materials	271.00	
12/17/2019	BA 19 110 AIR_Transfer for bagged fertilizer	630-35-53510-360-000	Repair & Maint - Buildings		156.00-
12/17/2019	BA 19 110 AIR_Transfer for bagged fertilizer	630-35-53510-390-000	Other Supplies & Expense	156.00	
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-223-000	Heat		150.00-
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-282-000	Lighting Repairs		1,470.00-

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-310-000	Office Supplies		10.00-
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-320-000	Publications. Training. Dues		240.00-
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-330-000	Travel		60.00-
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-340-000	Operating Supplies		300.00-
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-350-000	Repair & Maint Materials		1,500.00-
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-360-000	Repair & Maint - Buildings		1,285.00-
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-392-000	Small Equipment Purchase		500.00-
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-200-000	Contracted Services	145.00	
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-210-000	Publishing	38.00	
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-222-000	Electricity	22.00	
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-250-000	Repair & Maint Serv-Equipment	1,056.00	
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-348-000	Gas. Diesel. Oil. Grease	20.00	
12/23/2019	BA 19 126 AIR_Transfer for expenditures over budget	630-35-53510-861-000	Facilities Improvements	4,234.00	
12/31/2019	BA 19 127 ZOO_Transfer for Feline Diet	100-52-55200-260-000	Repair & Maint Serv-Buildings		1,688.00-
12/31/2019	BA 19 127 ZOO_Transfer for Feline Diet	100-52-55410-342-000	Animal Feed	1,688.00	
12/31/2019	BA 19 128 PD_Transfer for PD Squads repairs & Maintenanc	100-20-52110-270-000	Special Services		2,259.00-
12/31/2019	BA 19 128 PD_Transfer for PD Squads repairs & Maintenanc	100-20-52110-240-000	Repair & Maint Service-Vehicle	2,259.00	
01/22/2020	BA 19 137 FIN_Transfer funds for Cale clothing reimb.	100-11-51500-392-000	Small Equipment Purchase		100.00-
01/22/2020	BA 19 137 FIN_Transfer funds for Cale clothing reimb.	100-11-51500-346-000	Uniforms	100.00	
02/10/2020	BA 19 139 AIR-Transfer funds for heat & supplies overrage	630-35-53510-251-000	Fuel Station Maintenance		157.00-
02/10/2020	BA 19 139 AIR-Transfer funds for heat & supplies overrage	630-35-53510-222-000	Electricity	150.00	
02/10/2020	BA 19 139 AIR-Transfer funds for heat & supplies overrage	630-35-53510-310-000	Office Supplies	7.00	
02/13/2020	BA 19 140 UW-Transfer for facilities, insurance, repairs	800-80-55600-215-000	Professional Services		15,000.00-
02/13/2020	BA 19 140 UW-Transfer for facilities, insurance, repairs	800-80-55600-822-000	Building Improvements		2,942.00-
02/13/2020	BA 19 140 UW-Transfer for facilities, insurance, repairs	800-80-55600-220-000	Telephone	81.00	
02/13/2020	BA 19 140 UW-Transfer for facilities, insurance, repairs	800-80-55600-280-000	Repair & Maint Serv-Facilities	13,000.00	
02/13/2020	BA 19 140 UW-Transfer for facilities, insurance, repairs	800-80-55600-330-000	Travel	56.00	
02/13/2020	BA 19 140 UW-Transfer for facilities, insurance, repairs	800-80-55600-350-000	Repair & Maint Materials	1,641.00	
02/13/2020	BA 19 140 UW-Transfer for facilities, insurance, repairs	800-80-55600-510-000	Insurance	3,164.00	
02/14/2020	BA 19 142 BLDG ISP-operating budget overruns	100-22-52400-348-000	Gas. Diesel. Oil. Grease		79.00-
02/14/2020	BA 19 142 BLDG ISP-operating budget overruns	100-22-52400-220-000	Telephone	9.00	
02/14/2020	BA 19 142 BLDG ISP-operating budget overruns	100-22-52400-320-000	Publications. Training. Dues	44.00	
02/14/2020	BA 19 142 BLDG ISP-operating budget overruns	100-22-52400-392-000	Small Equipment Purchase	26.00	
02/14/2020	BA 19 143 ENG - operating budget overruns	100-30-53100-240-000	Repair & Maint Service-Vehicle		166.00-
02/14/2020	BA 19 143 ENG - operating budget overruns	100-30-53430-270-000	Special Services		12.00-
02/14/2020	BA 19 143 ENG - operating budget overruns	100-30-53100-210-000	Publishing	52.00	
02/14/2020	BA 19 143 ENG - operating budget overruns	100-30-53100-220-000	Telephone	28.00	
02/14/2020	BA 19 143 ENG - operating budget overruns	100-30-53100-310-000	Office Supplies	5.00	
02/14/2020	BA 19 143 ENG - operating budget overruns	100-30-53100-340-000	Operating Supplies	69.00	
02/14/2020	BA 19 143 ENG - operating budget overruns	100-30-53100-343-000	Postage	12.00	

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
02/14/2020	BA 19 143 ENG - operating budget overruns	100-30-53330-270-000	Special Services	12.00	
02/14/2020	BA 19-04 SW Tfr funds to cover budget overages	950-36-81000-250-000	Repair & Maint Serv-Equipment		290.00-
02/14/2020	BA 19-04 SW Tfr funds to cover budget overages	950-36-83100-374-000	Gravel		969.00-
02/14/2020	BA 19-04 SW Tfr funds to cover budget overages	950-36-85000-231-000	Digger's Hotline		30.00-
02/14/2020	BA 19-04 SW Tfr funds to cover budget overages	950-36-42700-620-141	Interest - 2014A	1.00	
02/14/2020	BA 19-04 SW Tfr funds to cover budget overages	950-36-43500-740-000	Refunds/Losses	289.00	
02/14/2020	BA 19-04 SW Tfr funds to cover budget overages	950-36-83100-250-000	Repair & Maint Serv-Equipment	232.00	
02/14/2020	BA 19-04 SW Tfr funds to cover budget overages	950-36-83100-340-000	Operating Supplies	256.00	
02/14/2020	BA 19-04 SW Tfr funds to cover budget overages	950-36-83600-377-000	Detentn Basin-Trees, Seed, Sod	481.00	
02/14/2020	BA 19-04 SW Tfr funds to cover budget overages	950-36-85000-210-000	Publishing	30.00	
02/14/2020	BA 19 144 CIVIC-operating budget overruns	100-52-55130-250-000	Repair & Maint Serv-Equipment		1,760.00-
02/14/2020	BA 19 144 CIVIC-operating budget overruns	100-52-55130-340-000	Operating Supplies		581.00-
02/14/2020	BA 19 144 CIVIC-operating budget overruns	100-52-55130-220-000	Telephone	84.00	
02/14/2020	BA 19 144 CIVIC-operating budget overruns	100-52-55130-221-000	Water & Sewer	84.00	
02/14/2020	BA 19 144 CIVIC-operating budget overruns	100-52-55130-223-000	Heat	1,169.00	
02/14/2020	BA 19 144 CIVIC-operating budget overruns	100-52-55130-260-000	Repair & Maint Serv-Buildings	990.00	
02/14/2020	BA 19 144 CIVIC-operating budget overruns	100-52-55130-350-000	Repair & Maint Materials	14.00	
02/14/2020	BA 19 144 PRKS-operating budget overruns	100-52-55200-260-000	Repair & Maint Serv-Buildings		1,501.00-
02/14/2020	BA 19 144 PRKS-operating budget overruns	100-52-55200-222-000	Electricity	1,212.00	
02/14/2020	BA 19 144 PRKS-operating budget overruns	100-52-55200-223-000	Heat	165.00	
02/14/2020	BA 19 144 PRKS-operating budget overruns	100-52-55200-280-000	Repair & Maint Serv-Facilities	62.00	
02/14/2020	BA 19 144 PRKS-operating budget overruns	100-52-55200-319-000	Safety	10.00	
02/14/2020	BA 19 144 PRKS-operating budget overruns	100-52-55200-330-000	Travel	2.00	
02/14/2020	BA 19 144 PRKS-operating budget overruns	100-52-55200-390-000	Other Supplies & Expense	50.00	
02/14/2020	BA 19 144 ZOO-operating budget overruns	100-52-55410-221-000	Water & Sewer		2,385.00-
02/14/2020	BA 19 144 ZOO-operating budget overruns	100-52-55410-211-000	Veterinary Services	525.00	
02/14/2020	BA 19 144 ZOO-operating budget overruns	100-52-55410-222-000	Electricity	1,026.00	
02/14/2020	BA 19 144 ZOO-operating budget overruns	100-52-55410-280-000	Repair & Maint Serv-Facilities	654.00	
02/14/2020	BA 19 144 ZOO-operating budget overruns	100-52-55410-340-000	Operating Supplies	11.00	
02/14/2020	BA 19 144 ZOO-operating budget overruns	100-52-55410-342-000	Animal Feed	145.00	
02/14/2020	BA 19 144 ZOO-operating budget overruns	100-52-55410-350-000	Repair & Maint Materials	23.00	
02/14/2020	BA 19 144 ZOO-operating budget overruns	100-52-55410-392-000	Small Equipment Purchase	1.00	
02/14/2020	BA 19 144 FRST-operating budget overruns	100-52-56110-250-000	Repair & Maint Serv-Equipment		35.00-
02/14/2020	BA 19 144 FRST-operating budget overruns	100-52-56110-340-000	Operating Supplies	35.00	
02/14/2020	BA 19 145 REC-operating budget overruns	100-53-55300-340-120	Operating - Tot Lot		170.00-
02/14/2020	BA 19 145 REC-operating budget overruns	100-53-55300-340-100	Operating - Tennis	11.00	
02/14/2020	BA 19 145 REC-operating budget overruns	100-53-55300-340-171	Operating - Aerobics	50.00	
02/14/2020	BA 19 145 REC-operating budget overruns	100-53-55420-215-231	Prof Services - Water Aerobics	100.00	
02/14/2020	BA 19 145 REC-operating budget overruns	100-53-55420-221-000	Water & Sewer	7.00	
02/14/2020	BA 19 145 REC-operating budget overruns	100-53-55420-226-000	Stormwater	1.00	

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
02/14/2020	BA 19 145 REC-operating budget overruns	100-53-55420-822-000	Building Improvements	1.00	
02/14/2020	BA 19 147 PRKSEG-operating budget overruns	870-52-55200-861-000	Facilities Improvements		3,546.00-
02/14/2020	BA 19 147 PRKSEG-operating budget overruns	870-52-55200-300-000	Operating Expense	1,211.00	
02/14/2020	BA 19 147 PRKSEG-operating budget overruns	870-52-55410-861-000	Facilities Improvements	2,335.00	
02/14/2020	BA 19 148 OCHPRK-operating budget overruns	890-52-55200-260-000	Repair & Maint Serv-Buildings		454.00-
02/14/2020	BA 19 148 OCHPRK-operating budget overruns	890-52-55200-300-000	Operating Expense	204.00	
02/14/2020	BA 19 148 OCHPRK-operating budget overruns	890-52-55200-822-000	Building Improvements	250.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-51630-222-000	Electricity		1.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53230-220-000	Telephone		185.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53230-310-000	Office Supplies		410.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53230-346-000	Uniforms		126.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53240-240-000	Repair & Maint Service-Vehicle		192.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53240-250-000	Repair & Maint Serv-Equipment		8,505.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53240-340-000	Operating Supplies		551.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53240-350-000	Repair & Maint Materials		3,249.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53240-361-000	Blades & Plow Materials		919.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53240-392-000	Small Equipment Purchase		1,427.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53270-350-000	Repair & Maint Materials		432.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53300-290-000	Other Contracted Services		42.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53300-340-000	Operating Supplies		687.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53300-365-000	Traffic Signal Parts		5,366.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53300-368-000	Traffic Paint		863.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53300-392-000	Small Equipment Purchase		1,853.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53370-270-000	Special Services		2,425.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53370-392-000	Small Equipment Purchase		1,000.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53450-410-000	Concrete & Clay Materials		77.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53620-240-000	Repair & Maint Service-Vehicle		2,264.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53620-340-000	Operating Supplies		261.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53630-215-000	Professional Services		4,135.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53635-341-000	Tires		13.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53635-348-000	Gas. Diesel. Oil. Grease		7.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53635-350-000	Repair & Maint Materials		449.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53640-392-000	Small Equipment Purchase		500.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53650-270-000	Special Services		2,531.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53650-321-000	License & Fees		500.00-
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-51630-221-000	Water & Sewer	1.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53230-319-000	Safety	447.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53230-320-000	Publications. Training. Dues	12.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53230-330-000	Travel	264.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53230-340-000	Operating Supplies	2.00	

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53240-348-000	Gas. Diesel. Oil. Grease	1,079.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53270-348-000	Gas. Diesel. Oil. Grease	432.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53300-222-000	Electricity	42.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53300-348-000	Gas. Diesel. Oil. Grease	3,705.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53350-250-000	Repair & Maint Serv-Equipment	43.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53350-350-000	Repair & Maint Materials	2.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53350-361-000	Blades & Plow Materials	611.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53350-814-000	Equipment Purchases	140.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53370-348-000	Gas. Diesel. Oil. Grease	497.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53420-222-000	Electricity	9,971.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53450-226-000	Stormwater	77.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53620-348-000	Gas. Diesel. Oil. Grease	261.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53630-270-000	Special Services	9,557.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53635-240-000	Repair & Maint Service-Vehicle	2,264.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53635-290-000	Other Contracted Services	9,400.00	
02/14/2020	BA 19 149 STREET-operating budget overruns	100-31-53650-340-000	Operating Supplies	163.00	
02/14/2020	BA 19 150 CD-operating budget overruns	100-67-56710-310-000	Office Supplies		50.00-
02/14/2020	BA 19 150 CD-operating budget overruns	100-67-56710-320-000	Publications. Training. Dues	50.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-110-000	Salaries		33,285.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-130-000	Social Security		490.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-131-000	Retirement		1,485.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-134-000	Income Continuation		118.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-215-002	Prof Serv-Legal		1,850.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-219-000	Accounting Services		45.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-220-000	Telephone		580.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-320-000	Publications. Training. Dues		470.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-43000-223-000	Natural Gas		4,120.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-120-000	Wages		4,830.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-122-000	Overtime		929.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-130-000	Social Security		455.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-131-000	Retirement		670.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-132-000	Health Insurance		1,760.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-134-000	Income Continuation		32.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-214-000	Caretaker Services		600.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-340-000	Operating Supplies		285.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-390-000	Other Supplies & Expense		1,000.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-45000-510-000	Insurance		3,960.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-45000-610-000	Principal		32,188.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-45000-620-000	Interest		999.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-120-000	Wages	20,010.00	

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-122-000	Overtime	305.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-129-000	Longevity	280.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-132-000	Health Insurance	1,110.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-133-000	Life Insurance	2.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-140-000	Commission Fees	585.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-215-000	Professional Services	1,385.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-215-000	Professional Services	1,735.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-310-000	Office Supplies	1,335.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-330-000	Travel	280.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-343-000	Postage	115.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-390-000	Other Supplies & Expense	775.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-530-000	Rents and Leases	1,609.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-42000-320-000	Publications, Training, Dues	120.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-42000-390-000	Other Supplies & Expense	401.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-43000-221-000	Water & Sewer	26.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-43000-222-000	Electricity	7,600.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-43000-224-000	Television	1,466.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-43000-225-000	Garbage	750.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-43000-226-000	Stormwater	186.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-129-000	Longevity	10.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-133-000	Life Insurance	8.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-220-000	Telephone	1,250.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-260-000	Repair & Maint Serv-Buildings	11,435.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-281-000	Snow Removal & Mowing	540.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-350-000	Repair & Maint Materials	10,155.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-44000-392-000	Small Equipment Purchase	1,066.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-45000-741-000	Bad Debts	705.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-46000-260-000	Repair & Maint Serv-Buildings	4,800.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-75000-822-000	Building Improvements	20,107.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-110-000	Salaries		22,191.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-131-000	Retirement		189.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-132-000	Health Insurance		752.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-134-000	Income Continuation		79.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-42000-320-000	Publications, Training, Dues		84.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-42000-390-000	Other Supplies & Expense		369.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-43000-222-000	Electricity		1,965.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-43000-224-000	Television		53.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-44000-122-000	Overtime		231.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-44000-134-000	Income Continuation		32.00-
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-45000-510-000	Insurance		469.00-

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-120-000	Wages	17,934.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-122-000	Overtime	782.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-129-000	Longevity	256.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-130-000	Social Security	619.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-133-000	Life Insurance	7.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-140-000	Commission Fees	670.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-41000-220-000	Telephone	6.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-44000-120-000	Wages	3,955.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-44000-129-000	Longevity	10.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-44000-130-000	Social Security	186.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-44000-131-000	Retirement	39.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-44000-132-000	Health Insurance	1,859.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-44000-133-000	Life Insurance	8.00	
02/14/2020	BA 19 152 CORSON-operating budget overruns	981-67-44000-340-000	Operating Supplies	83.00	
02/14/2020	BA 19 150 ADMBLD-operating budget overruns	982-67-44000-392-000	Small Equipment		871.00-
02/14/2020	BA 19 150 ADMBLD-operating budget overruns	982-67-75000-215-000	Professional Services		29,380.00-
02/14/2020	BA 19 150 ADMBLD-operating budget overruns	982-67-44000-899-000	Contra-Contributed Capital	872.00	
02/14/2020	BA 19 150 ADMBLD-operating budget overruns	982-67-75000-400-000	Building Materials	1,250.00	
02/14/2020	BA 19 150 ADMBLD-operating budget overruns	982-67-75000-814-000	Equipment purchases	500.00	
02/14/2020	BA 19 150 ADMBLD-operating budget overruns	982-67-75000-822-000	Building Improvements	27,629.00	
02/14/2020	BA 19 154 REVLNFND-operating budget overruns	986-67-41000-215-000	Professional Services		316.00-
02/14/2020	BA 19 154 REVLNFND-operating budget overruns	986-67-45000-510-000	Insurance	316.00	
02/14/2020	BA 19 150 TIFINCTV-operating budget overruns	988-67-41000-215-000	Professional Services		266.00-
02/14/2020	BA 19 150 TIFINCTV-operating budget overruns	988-67-45000-510-000	Insurance	266.00	
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-215-000	Professional Services		1,735.00-
02/14/2020	BA 19 150 DONAHUE-operating budget overruns	980-67-41000-215-001	Prof Serv-Auditing	1,735.00	
02/14/2020	BA 19 157 ADM-operating budget overruns	100-14-51400-320-000	Publications. Training. Dues		1,735.00-
02/14/2020	BA 19 157 ADM-operating budget overruns	100-14-56300-215-000	Professional Services		1,319.00-
02/14/2020	BA 19 157 ADM-operating budget overruns	100-14-51400-343-000	Postage	157.00	
02/14/2020	BA 19 157 ADM-operating budget overruns	100-14-51430-215-000	Professional Services	2,897.00	
02/17/2020	BA 19 159 CDAED-operating budget overrun	984-67-41000-215-001	Prof Serv-Auditing		1,000.00-
02/17/2020	BA 19 159 CDAED-operating budget overrun	984-67-41000-215-002	Prof Serv-Legal		500.00-
02/17/2020	BA 19 159 CDAED-operating budget overrun	984-67-41000-390-000	Other Supplies & Expense		1,000.00-
02/17/2020	BA 19 159 CDAED-operating budget overrun	984-67-91000-900-000	Cost allocation	3,760.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-222-000	Electricity		153.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-260-000	Repair & Maint Serv-Buildings		76.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-340-000	Operating Supplies		920.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-350-000	Repair & Maint Materials		1,522.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-822-000	Building Improvements		43.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51620-222-900	Electricity-Ambulance		1,063.00-

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51620-223-900	Heat-Ambulance		509.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51620-260-000	Repair & Maint Serv-Buildings		500.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-120-000	Wages		4,988.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-130-000	Social Security		346.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-131-000	Retirement		393.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-132-000	Health Insurance		1,695.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-330-000	Travel		130.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-343-000	Postage		15.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-348-000	Gas. Diesel. Oil. Grease		149.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-390-000	Other Supplies & Expense		20.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-392-000	Small Equipment Purchase		46.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52500-250-000	Repair & Maint Serv-Equipment		674.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52500-814-000	Equipment Purchases		2,250.00-
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-120-000	Wages	4,975.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-122-000	Overtime	13.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-130-000	Social Security	346.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-131-000	Retirement	393.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-132-000	Health Insurance	1,695.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-220-000	Telephone	486.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-221-000	Water & Sewer	33.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51610-223-000	Heat	3,468.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51620-222-000	Electricity	1,128.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-51620-223-000	Heat	438.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-220-000	Telephone	517.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-221-000	Water & Sewer	16.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-310-000	Office Supplies	283.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-340-000	Operating Supplies	3,717.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-346-000	Uniforms	47.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-350-000	Repair & Maint Materials	71.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52200-510-000	Insurance	45.00	
02/19/2020	BA 19 160 FD-operating budget overruns	100-21-52500-222-000	Electricity	5.00	
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-210-000	Publishing		200.00-
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-348-000	Gas. Diesel. Oil. Grease		2,059.00-
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52120-110-000	Salaries		27,648.00-
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52120-133-000	Life Insurance		17,338.00-
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52120-320-000	Publications. Training. Dues		45.00-
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-122-000	Overtime	21,049.00	
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-123-000	Holiday	6,599.00	
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-132-000	Health Insurance	17,338.00	
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-215-000	Professional Services	396.00	

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02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-220-000	Telephone	448.00	
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-240-000	Repair & Maint Service-Vehicle	200.00	
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-320-400	Pub. Training. Dues - Designat	1.00	
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52110-346-000	Uniforms	1,214.00	
02/24/2020	BA 19 162 PD-operating budget overruns	100-20-52120-330-000	Travel	45.00	
02/24/2020	BA 19 163 ADM-To cover ED Geick bonus payroll expense	100-10-59000-799-000	Contingency		19,793.00-
02/24/2020	BA 19 163 ADM-To cover ED Geick bonus payroll expense	100-14-51400-110-000	Salaries	19,504.00	
02/24/2020	BA 19 163 ADM-To cover ED Geick bonus payroll expense	100-14-51400-131-000	Retirement	289.00	
02/24/2020	BA 19 164 ENG-To cover special services bridges overrun	100-30-53100-270-000	Special Services		118.00-
02/24/2020	BA 19 164 ENG-To cover special services bridges overrun	100-30-53100-220-000	Telephone	3.00	
02/24/2020	BA 19 164 ENG-To cover special services bridges overrun	100-30-53330-270-000	Special Services	115.00	
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53230-110-000	Salaries		234.00-
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53230-346-000	Uniforms		30.00-
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53240-250-000	Repair & Maint Serv-Equipment		300.00-
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53270-120-000	Wages		196.00-
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53350-122-000	Overtime		1,320.00-
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53350-348-000	Gas. Diesel. Oil. Grease		14.00-
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53350-378-000	Salt & Chloride		10,000.00-
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53230-220-000	Telephone	3.00	
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53230-319-000	Safety	27.00	
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53240-350-000	Repair & Maint Materials	300.00	
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53300-120-000	Wages	430.00	
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53350-375-000	Sand	14.00	
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53620-122-000	Overtime	1,320.00	
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53620-392-000	Small Equipment Purchase	8,958.00	
02/24/2020	BA 19 165 PW-To cover operating budget overruns	100-31-53630-270-000	Special Services	1,042.00	
02/24/2020	BA 19 167 LIB-To transfer for budget overruns	100-51-55110-260-000	Repair & Maint Serv-Buildings		627.00-
02/24/2020	BA 19 167 LIB-To transfer for budget overruns	100-51-55110-220-000	Telephone	310.00	
02/24/2020	BA 19 167 LIB-To transfer for budget overruns	100-51-55110-221-000	Water & Sewer	88.00	
02/24/2020	BA 19 167 LIB-To transfer for budget overruns	100-51-55110-320-000	Publications. Training. Dues	93.00	
02/24/2020	BA 19 167 LIB-To transfer for budget overruns	100-51-55110-330-500	Travel - Programming	128.00	
02/24/2020	BA 19 167 LIB-To transfer for budget overruns	100-51-55110-530-000	Rents and Leases	8.00	
02/24/2020	BA 19 168 LIB BLDFND - To transfer for budget overruns	851-51-55110-215-000	Professional Services		46,910.00-
02/24/2020	BA 19 168 LIB BLDFND - To transfer for budget overruns	851-51-55110-221-000	Water & Sewer	84.00	
02/24/2020	BA 19 168 LIB BLDFND - To transfer for budget overruns	851-51-55110-821-000	Land or Land Improvements	45,515.00	
02/24/2020	BA 19 168 LIB BLDFND - To transfer for budget overruns	851-51-55110-822-000	Building Improvements	1,311.00	
02/24/2020	BA 19 169 REC-To tranfer for skating rink payroll overrun	100-53-55300-120-000	Wages		35.00-
02/24/2020	BA 19 169 REC-To tranfer for skating rink payroll overrun	100-53-55440-120-000	Wages	35.00	
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51500-110-000	Salaries		1,965.00-
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51500-134-000	ICI Insurance		355.00-

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-220-000	Telephone		6.00-
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-226-000	Stormwater		2.00-
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-221-000	Water & Sewer		125.00-
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-260-000	Repair & Maint Serv-Buildings		4,768.00-
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-350-000	Repair & Maint Materials		106.00-
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-510-000	Insurance		6.00-
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-910-000	Insurance Allocation		60.00-
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-930-000	CDA Cost Allocation		280.00-
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-120-000	Wages	1,965.00	
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-132-000	Health Insurance	355.00	
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-222-000	Electricity	3,822.00	
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-223-000	Heat	1,351.00	
02/24/2020	BA 19 171 MUNBLD-To transfer for budget overruns	100-11-51640-340-000	Operating Supplies	180.00	
02/24/2020	BA 19 174 CPTL-transfer for budget overrun	430-30-53330-270-000	Special Services		1,449.00-
02/24/2020	BA 19 174 CPTL-transfer for budget overrun	430-30-53330-821-000	Land Improvements	1,449.00	
02/24/2020	BA 19 175 CPTL-transfer for budget overrun	430-30-57330-821-000	Land or Land Improvements		4,395.00-
02/24/2020	BA 19 175 CPTL-transfer for budget overrun	430-30-59243-900-000	Cost Reallocation	4,395.00	
03/03/2020	BA 19 177 GEN-transfer for liability insurance overbudget	100-11-51933-510-000	Insurance		1,784.00-
03/03/2020	BA 19 177 GEN-transfer for liability insurance overbudget	100-11-51931-510-000	Insurance		730.00-
03/03/2020	BA 19 177 GEN-transfer for liability insurance overbudget	100-11-51910-740-000	Refunds/Losses		1.00-
03/03/2020	BA 19 177 GEN-transfer for liability insurance overbudget	100-11-51932-510-000	Insurance	2,515.00	
03/03/2020	BA 19 179 CAP-transfer for street project overbudget	430-30-57343-821-000	Special Services		14,300.00-
03/03/2020	BA 19 179 CAP-transfer for street project overbudget	430-30-57330-390-000	Other supplies & expense	141.00	
03/03/2020	BA 19 179 CAP-transfer for street project overbudget	430-30-57330-821-000	Land or Land Improvements	14,159.00	
03/04/2020	BA 19 180PW-transfer for MSA professional services	100-31-53450-374-000	Gravel		4,166.00-
03/04/2020	BA 19 180PW-transfer for MSA professional services	100-31-53630-215-000	Professional Services	4,166.00	
03/05/2020	BA 19 185 PW-transfer for gas/diesel/oil budget overrun	100-31-53310-374-000	Gravel		48.00-
03/05/2020	BA 19 185 PW-transfer for gas/diesel/oil budget overrun	100-31-53300-348-000	Gas. Diesel. Oil. Grease	48.00	
12/04/2019	BA 19 114 PK_Transfer for broom attachment	100-52-55200-280-000	Repair & Maint Serv-Facilities		3,920.00-
12/04/2019	BA 19 114 PK_Transfer for broom attachment	100-52-55200-392-000	Small Equipment Purchase		230.00-
12/04/2019	BA 19 114 PK_Transfer for broom attachment	100-52-55200-814-000	Equipment Purchases	4,150.00	
12/23/2019	BA 19 113 ATTY-Transfer to cover budget overage	100-13-51300-390-000	Other Supplies & Expense		57.00-
12/23/2019	BA 19 113 ATTY-Transfer to cover budget overage	100-13-51300-330-000	Travel	57.00	
12/23/2019	BA 19 114 CLK-Transfer to cover budget overage	100-11-51420-320-000	Publications. Training. Dues	150.00	
12/23/2019	BA 19 114 CLK-Transfer to cover budget overage	100-11-51420-330-000	Travel		150.00-
12/23/2019	BA 19 115 PD-Transfer for ballistic vest purchase	100-20-52110-392-610	Small Equipment-Ballistic Vest	875.00	
12/23/2019	BA 19 115 PD-Transfer for ballistic vest purchase	100-20-52110-270-000	Special Services		875.00-
12/23/2019	BA 19 116 FD-Transfer to cover budget overages	100-21-52200-240-000	Repair & Maint Service-Vehicle	1,440.00	
12/23/2019	BA 19 116 FD-Transfer to cover budget overages	100-21-52200-390-000	Other Supplies & Expense	387.00	
12/23/2019	BA 19 116 FD-Transfer to cover budget overages	100-21-52200-250-000	Repair & Maint Serv-Equipment		1,305.00-

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
12/23/2019	BA 19 116 FD-Transfer to cover budget overages	100-21-52200-270-000	Special Services		522.00-
12/23/2019	BA 19 118 ENG-Transfer to cover mileage	100-30-53100-330-000	Travel	776.00	
12/23/2019	BA 19 118 ENG-Transfer to cover mileage	100-30-53100-320-000	Publications. Training. Dues		700.00-
12/23/2019	BA 19 118 ENG-Transfer to cover mileage	100-30-53100-240-000	Repair & Maint Service-Vehicle		76.00-
12/23/2019	BA 19 119 PK-Transfer to cover budget overages at the zoo	100-52-55410-340-000	Operating Supplies	1,000.00	
12/23/2019	BA 19 119 PK-Transfer to cover budget overages at the zoo	100-52-55410-280-000	Repair & Maint Serv-Facilities		310.00-
12/23/2019	BA 19 119 PK-Transfer to cover budget overages at the zoo	100-52-55200-350-000	Repair & Maint Materials		690.00-
12/23/2019	BA 19 120 POOL-Transfer to cover to cover heat	100-53-55420-222-000	Electricity		375.00-
12/23/2019	BA 19 120 POOL-Transfer to cover to cover heat	100-53-55420-223-000	Heat	375.00	
12/23/2019	BA 19 120 POOL-Transfer to cover phone	100-53-55420-220-000	Telephone	125.00	
12/23/2019	BA 19 120 POOL-Transfer to cover phone	100-52-55200-220-000	Telephone		125.00-
12/23/2019	BA 19 121 PW-Transfer to cover budget overages	100-31-53230-319-000	Safety	1,179.00	
12/23/2019	BA 19 121 PW-Transfer to cover budget overages	100-31-53230-340-000	Operating Supplies	265.00	
12/23/2019	BA 19 121 PW-Transfer to cover budget overages	100-31-53230-330-000	Travel	650.00	
12/23/2019	BA 19 121 PW-Transfer to cover budget overages	100-31-53230-392-000	Small Equipment Purchase		860.00-
12/23/2019	BA 19 121 PW-Transfer to cover budget overages	100-31-53230-210-000	Publishing		734.00-
12/23/2019	BA 19 121 PW-Transfer to cover budget overages	100-31-53240-340-000	Operating Supplies		500.00-
12/23/2019	BA 19 121 PW-Transfer to cover budget overage-PATCHING	100-31-53300-371-000	Bituminous Materials		1,640.00-
12/23/2019	BA 19 121 PW-Transfer to cover budget overage-PATCHING	100-31-53300-270-000	Special Services		2,289.00-
12/23/2019	BA 19 121 PW-Transfer to cover budget overage-PATCHING	100-31-53310-371-000	Bituminous Materials		5,000.00-
12/23/2019	BA 19 121 PW-Transfer to cover budget overage-PATCHING	100-31-53300-379-000	Bitum. Matl - Patch	8,929.00	
12/23/2019	BA 19 121 PW-Transfer to cover budget overage-SAND	100-31-53350-378-000	Salt & Chloride		3,456.00-
12/23/2019	BA 19 121 PW-Transfer to cover budget overage-SAND	100-31-53350-375-000	Sand	3,456.00	
12/23/2019	BA 19 122 PW-Transfer to cover repair to recycling truck	100-31-53635-350-000	Repair & Maint Materials		1,500.00-
12/23/2019	BA 19 122 PW-Transfer to cover repair to recycling truck	100-31-53240-240-000	Repair & Maint Service-Vehicle		2,500.00-
12/23/2019	BA 19 122 PW-Transfer to cover repair to recycling truck	100-31-53635-240-000	Repair & Maint Service-Vehicle	4,000.00	
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51420-110-000	Salaries		8,000.00-
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51420-120-000	Wages	4,600.00	
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51420-132-000	Health Insurance		2,300.00-
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51440-110-000	Salaries		8,000.00-
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51440-120-000	Wages		600.00-
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51440-132-000	Health Insurance		1,800.00-
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51500-120-000	Wages	6,300.00	
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51500-132-000	Health Insurance	2,300.00	
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51520-120-000	Wages	5,700.00	
01/15/2020	BA 19 141 FIN-Transfer personnel costs to adjust to actual	100-11-51520-132-000	Health Insurance	1,800.00	
01/15/2020	BA 19 142 ADM - Transfer personnel costs to adjust to actual	100-13-51300-120-000	Wages		2,300.00-
01/15/2020	BA 19 142 ADM - Transfer personnel costs to adjust to actual	100-14-51400-120-000	Wages	700.00	
01/15/2020	BA 19 142 ADM - Transfer personnel costs to adjust to actual	100-11-51420-120-000	Wages	1,600.00	
01/15/2020	BA 19 142 ADM - Transfer personnel costs to adjust to actual	100-13-51300-131-000	Retirement		470.00-

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
01/15/2020	BA 19 142 ADM - Transfer personnel costs to adjust to actual	100-13-51300-132-000	Health Insurance		500.00-
01/15/2020	BA 19 142 ADM - Transfer personnel costs to adjust to actual	100-14-51400-131-000	Retirement	470.00	
01/15/2020	BA 19 142 ADM - Transfer personnel costs to adjust to actual	100-14-51400-132-000	Health Insurance	500.00	
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53230-120-000	Wages		9,500.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53270-120-000	Wages		9,500.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53300-120-000	Wages	28,400.00	
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53350-120-000	Wages	11,000.00	
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53370-120-000	Wages		11,000.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53450-120-000	Wages		3,000.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53620-120-000	Wages	4,400.00	
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53635-120-000	Wages		4,400.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-52-55200-120-000	Wages		6,400.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53240-132-000	Health Insurance		1,500.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53270-132-000	Health Insurance		4,000.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53300-130-000	Social Security	500.00	
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53300-132-000	Health Insurance	7,300.00	
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53350-132-000	Health Insurance	6,000.00	
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53370-132-000	Health Insurance		4,300.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53620-132-000	Health Insurance		3,500.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53635-132-000	Health Insurance		2,500.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53640-132-000	Health Insurance		1,000.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-31-53650-132-000	Health Insurance	4,300.00	
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-52-55200-130-000	Social Security		500.00-
01/15/2020	BA 19 143 PW - Transfer personnel costs to adjust to actual	100-52-55200-132-000	Health Insurance		800.00-
01/15/2020	BA 19 144 Transfer merit pool funds from contingency	100-11-51640-128-000	Merit Pay	1,025.00	
01/15/2020	BA 19 144 Transfer merit pool funds from contingency	100-52-55130-128-000	Merit Pay	2,050.00	
01/15/2020	BA 19 144 Transfer merit pool funds from contingency	100-20-52110-128-000	Merit Pay	8,537.00	
01/15/2020	BA 19 144 Transfer merit pool funds from contingency	100-10-59000-799-000	Contingency		11,612.00-
01/15/2020	BA 18 140 Trsfr employee separation benefits frm contingenc	100-31-53240-120-000	Wages	1,614.00	
01/15/2020	BA 18 140 Trsfr employee separation benefits frm contingenc	100-10-59000-799-000	Contingency		1,614.00-
01/16/2020	BA 19 132 ATT_Transfer funds for toner	100-13-51300-310-000	Office Supplies	314.00	
01/16/2020	BA 19 132 ATT_Transfer funds for toner	100-13-51300-390-000	Other Supplies & Expense		146.00-
01/16/2020	BA 19 132 ATT_Transfer funds for toner	100-13-51300-320-000	Publications. Training. Dues		168.00-
01/16/2020	BA 19 133 PW_Transfer funds for additional tires	100-31-53240-341-000	Tires	2,816.00	
01/16/2020	BA 19 133 PW_Transfer funds for additional tires	100-31-53620-341-000	Tires		335.00-
01/16/2020	BA 19 133 PW_Transfer funds for additional tires	100-31-53240-250-000	Repair & Maint Serv-Equipment		2,481.00-
01/16/2020	BA 19 134 PW_Transfer fund for fuel overage	100-31-53240-348-000	Gas. Diesel. Oil. Grease	5,400.00	
01/16/2020	BA 19 134 PW_Transfer fund for fuel overage	100-31-53640-348-000	Gas. Diesel. Oil. Grease		500.00-
01/16/2020	BA 19 134 PW_Transfer fund for fuel overage	100-31-53420-270-000	Special Services		4,900.00-
01/16/2020	BA 19135 PK_Transfer funds for equipment repair	100-52-55200-250-000	Repair & Maint Serv-Equipment	371.00	

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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
01/16/2020	BA 19135 PK_Transfer funds for equipment repair	100-52-55200-350-000	Repair & Maint Materials		371.00-
01/17/2020	BA 19 136 PD-Presbyterian donation (2018) for SART training	100-20-52110-320-000	Publications. Training. Dues		1,237.00-
01/17/2020	BA 19 136 PD-Presbyterian donation (2018) for SART training	100-20-52110-320-400	Pub. Training. Dues - Designat	1,237.00	
01/20/2020	BA 19 129 FD_Transfer for Foam upgrade (PFAS Free)	100-21-52200-250-000	Repair & Maint Serv-Equipment	4,460.00	
01/20/2020	BA 19 129 FD_Transfer for Foam upgrade (PFAS Free)	100-21-52200-270-000	Special Services		880.00-
01/20/2020	BA 19 129 FD_Transfer for Foam upgrade (PFAS Free)	100-21-52200-392-000	Small Equipment Purchase		3,448.00-
01/20/2020	BA 19 129 FD_Transfer for Foam upgrade (PFAS Free)	100-21-52200-346-000	Uniforms		800.00-
01/20/2020	BA 19 129 FD_Transfer for Foam upgrade (PFAS Free)	100-21-52200-320-000	Publications. Training. Dues		231.00-
01/20/2020	BA 19 129 FD_Transfer for Foam upgrade (PFAS Free)	100-21-52200-343-000	Postage		400.00-
01/20/2020	BA 19 129 FD_Transfer for Foam upgrade (PFAS Free)	100-21-52200-340-000	Operating Supplies	1,299.00	
01/20/2020	BA 19 144 Transfer merit pool funds from contingency	100-51-55110-128-000	Merit Pay	4,488.00	
01/20/2020	BA 19 144 Transfer merit pool funds from contingency	100-10-59000-799-000	Contingency		4,488.00-
01/28/2020	BA 19 138 PW-Make funds available for paving Sumac Court	100-31-53300-371-000	Bituminous Materials	17,300.00	
01/28/2020	BA 19 138 PW-Make funds available for paving Sumac Court	100-31-53310-371-000	Bituminous Materials		13,800.00-
01/28/2020	BA 19 138 PW-Make funds available for paving Sumac Court	100-31-53450-371-000	Bituminous Materials		1,200.00-
01/28/2020	BA 19 138 PW-Make funds available for paving Sumac Court	100-31-53240-250-000	Repair & Maint Serv-Equipment		2,300.00-
02/19/2020	BA 19 156 EDDEV-operating budget overruns	100-67-56710-320-000	Publications. Training. Dues		200.00-
02/19/2020	BA 19 156 EDDEV-operating budget overruns	100-67-56710-340-000	Operating Supplies		101.00-
02/19/2020	BA 19 156 EDDEV-operating budget overruns	100-15-56710-320-000	Publications. Training. Dues	200.00	
02/19/2020	BA 19 156 EDDEV-operating budget overruns	100-15-56710-330-000	Travel	101.00	
02/14/2020	BA 19 142 BLDG ISP-Vacancy to cover contract services	100-22-52400-120-000	Wages		4,649.00-
02/14/2020	BA 19 142 BLDG ISP-Vacancy to cover contract services	100-22-52400-215-000	Professional Services	4,649.00	
02/14/2020	BA 19 160 FD-operating budget overruns	100-21-52200-320-000	Publications. Training. Dues	130.00	
02/14/2020	BA 19 160 FD-operating budget overruns	100-21-52200-250-000	Repair & Maint Serv-Equipment		2,314.00-
01/23/2020	BA 19-03 WA Trf funds to cover budget overages	970-37-67600-350-000	Repair & Maint Materials	50.00	
	BA 19-03 WA Trf funds to cover budget overages	970-37-67700-240-000	Repair & Maint Service-Vehicle		300.00-
	BA 19-03 WA Trf funds to cover budget overages	970-37-67700-241-000	Repair & Maint Serv-Hydrants	4,000.00	
	BA 19-03 WA Trf funds to cover budget overages	970-37-67700-340-000	Operating Supplies		770.00-
	BA 19-03 WA Trf funds to cover budget overages	970-37-67700-348-000	Gas. Diesel. Oil. Grease		485.00-
	BA 19-03 WA Trf funds to cover budget overages	970-37-67800-250-000	Repair & Maint Serv-Equipment		2,445.00-
01/23/2020	BA 19-04 WA Allocate yrly truck repairs to maintenance accts	970-37-60100-240-000	Repair & Maint Service-Vehicle		350.00-
	BA 19-04 WA Allocate yrly truck repairs to maintenance accts	970-37-62400-240-000	Repair & Maint Service-Vehicle		550.00-
	BA 19-04 WA Allocate yrly truck repairs to maintenance accts	970-37-64200-240-000	Repair & Maint Service-Vehicle		70.00-
	BA 19-04 WA Allocate yrly truck repairs to maintenance accts	970-37-66200-240-000	Repair & Maint Service-Vehicle	800.00	
	BA 19-04 WA Allocate yrly truck repairs to maintenance accts	970-37-67600-240-000	Repair & Maint Service-Vehicle	170.00	
01/23/2020	BA 19-05 WA Allocate yrly truck fuel to maintenance accts	970-37-60100-348-000	Gas. Diesel. Oil. Grease		605.00-
	BA 19-05 WA Allocate yrly truck fuel to maintenance accts	970-37-62400-348-000	Gas. Diesel. Oil. Grease		970.00-
	BA 19-05 WA Allocate yrly truck fuel to maintenance accts	970-37-64200-348-000	Gas. Diesel. Oil. Grease		240.00-
	BA 19-05 WA Allocate yrly truck fuel to maintenance accts	970-37-66100-348-000	Gas. Diesel. Oil. Grease		90.00-
	BA 19-05 WA Allocate yrly truck fuel to maintenance accts	970-37-66200-348-000	Gas. Diesel. Oil. Grease	2,310.00	

CITY OF BARABOO

4th Quarter Budgetary Transfers
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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
	BA 19-05 WA Allocate yrly truck fuel to maintenance accts	970-37-66300-348-000	Gas. Diesel. Oil. Grease		965.00-
	BA 19-05 WA Allocate yrly truck fuel to maintenance accts	970-37-67600-348-000	Gas. Diesel. Oil. Grease	560.00	
01/23/2020	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34500-130-000	Social Security	700.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34500-131-000	Retirement	640.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34500-132-000	Health Insurance	2,580.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34510-130-000	Social Security	15.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34510-131-000	Retirement	15.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34600-130-000	Social Security	40.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34600-131-000	Retirement	40.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34600-132-000	Health Insurance	80.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34800-130-000	Social Security	40.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34800-131-000	Retirement	40.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-34800-132-000	Health Insurance	140.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-60100-131-000	Retirement		120.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-60100-132-000	Health Insurance	130.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-60100-134-000	Income Continuation		10.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-62400-131-000	Retirement		114.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-62400-132-000	Health Insurance	114.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-64200-120-000	Wages	3,075.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-64200-122-000	Overtime		125.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-64200-130-000	Social Security	205.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-64200-131-000	Retirement	105.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-64200-132-000	Health Insurance	640.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-64200-217-000	Testing & Lab Expense		3,900.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-65200-131-000	Retirement		15.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-65200-132-000	Health Insurance	15.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66100-131-000	Retirement		50.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66100-132-000	Health Insurance	50.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-120-000	Wages	2,800.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-122-000	Overtime		1,400.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-130-000	Social Security		190.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-131-000	Retirement		910.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-132-000	Health Insurance	3,560.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-133-000	Life Insurance	40.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-134-000	Income Continuation		140.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-136-000	Cafeteria Plan		60.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-180-000	Uniform Allowance		150.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66200-190-000	Unemployment Compensation		500.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66300-120-000	Wages	1,130.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66300-122-000	Overtime	50.00	

CITY OF BARABOO

4th Quarter Budgetary Transfers
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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66300-130-000	Social Security	40.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66300-131-000	Retirement		100.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66300-132-000	Health Insurance	180.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66300-240-000	Repair & Maint Service-Vehicle		200.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66300-348-000	Gas. Diesel. Oil. Grease		1,100.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66400-120-000	Wages	3,245.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66400-122-000	Overtime		95.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66400-130-000	Social Security	205.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66400-131-000	Retirement	110.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66400-132-000	Health Insurance	1,095.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66500-120-000	Wages		3,880.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-66500-132-000	Health Insurance	120.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67000-110-000	Salaries	260.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67000-130-000	Social Security	15.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67000-132-000	Health Insurance	10.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67100-120-000	Wages		285.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67500-120-000	Wages		6,000.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67500-122-000	Overtime		250.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67500-130-000	Social Security		630.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67500-131-000	Retirement		925.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67500-132-000	Health Insurance		830.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67600-120-000	Wages	1,360.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67600-122-000	Overtime		190.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67600-130-000	Social Security	55.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67600-131-000	Retirement		115.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67600-132-000	Health Insurance		435.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67700-120-000	Wages	2,160.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67700-122-000	Overtime		2,320.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67700-130-000	Social Security		40.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67700-131-000	Retirement		300.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-67700-132-000	Health Insurance	280.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-90300-133-000	Life Insurance	10.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-90300-134-000	Income Continuation		10.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-92000-110-000	Salaries		780.00-
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-92000-128-000	Merit Pay	780.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-92000-133-000	Life Insurance	60.00	
	BA WA 19-06 Trf funds between payroll/benefit line items	970-37-92000-134-000	Income Continuation		60.00-
01/23/2020	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-82000-130-000	Social Security		2,250.00-
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-82000-131-000	Retirement		5,650.00-
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-82000-132-000	Health Insurance	7,900.00	

CITY OF BARABOO

4th Quarter Budgetary Transfers
Period: 12/31/2019 (12/19)Page: 18
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Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-83100-120-000	Wages	3,500.00	
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-83100-122-000	Overtime		3,500.00-
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-84000-120-000	Wages	700.00	
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-84000-122-000	Overtime		175.00-
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-84000-129-000	Longevity	5.00	
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-84000-130-000	Social Security		95.00-
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-84000-131-000	Retirement		225.00-
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-84000-132-000	Health Insurance	55.00	
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-84000-133-000	Life Insurance	5.00	
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-84000-134-000	Income Continuation		25.00-
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-84000-136-000	Cafeteria Plan		30.00-
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-85000-110-000	Salaries		995.00-
	BA 19-03 SE Trf funds between payroll/benefit line items	960-36-85000-128-000	Merit Pay	780.00	
Grand Totals:				<u>728,631.00</u>	<u>727,371.00-</u>

Report Criteria:

Budget Level.Level = 4

CA - 3

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background: In order to be in full compliance with State Law, the City recently amended Chapter 12, Intoxicating Liquor and Fermented Malt Beverages. Because of this change, the Administrative Committee is now required to review all Operator License applications and make a recommendation to Council.

The Police Department will complete a background check prior to the issuance of all Operators License.

An Operator License, also known as a “Bartender’s License”, is valid for no more than a 2-year period, expiring on June 30th. A Conditional Operators License is valid for a period of one year, expiring on June 30th. A Temporary Operators License is for an event and valid for no more than 14 days.

The Operator Licenses listed below were recommended to Council for approval at the February 26, 2020 Administrative Committee meeting.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the City Clerk be authorized to issue the following Operator’s Licenses:

- Tepanga Peschl, Baraboo Burger Company
- Dana Qualy, Al. Ringling Theatre
- Justine DeFosse, Zach’s Bar
- Dawn Wilson, Square Tavern

Offered by: Administrative Comm. **Approved by Mayor:** _____

Motion:

Second:

Certified by Clerk: _____

NBR - 1

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background The City of Baraboo allows a maximum of two dogs per household. Additional dogs are allowed only if the Common Council grants a special exemption that is based on “either a change in household circumstances or a need for an additional animal due to a disability in the household.” §12.13(14)(b), Baraboo Municipal Code.

Dakota Traver of 1219 Carpenter Street is requesting the Common Council grant him a special exemption to be able to keep four dogs in his residence. According to Dakota, he had 5 dogs upon moving into the City and was not aware of the two dogs per household limit. 1 of the 5 dogs is being rehomed. The Administrative Committee reviewed this request and unanimously recommended the Common Council grant a special exemption allowing four dogs in the residence of Dakota Traver.

Note: (✓one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

The Common Council grants a special exemption to Dakota Traver allowing him to keep four dogs in his residence until two of the four dogs passes, after which time he will be allowed to keep no more than two dogs in his residence. The exemption also requires Dakota Traver to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the four dogs are kept in the residence.

Offered by: Administrative Committee
Motion:
Second:

Approved: _____

Attest: _____

NBR - 2

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background The City of Baraboo allows a maximum of two dogs per household. Additional dogs are allowed only if the Common Council grants a special exemption that is based on “either a change in household circumstances or a need for an additional animal due to a disability in the household.” §12.13(14)(b), Baraboo Municipal Code.

Tracy Blake of 1021 5th Street is requesting the Common Council grant her a special exemption to be able to keep three dogs in her residence. According to Tracy, she currently has 3 dogs and was not aware of the two dogs per household limit until recently. At the Administrative Committee meeting, Tracy noted that her yard is currently fenced in; this fence will be replaced with a privacy fence. The Administrative Committee reviewed this request and unanimously recommended the Common Council grant a special exemption allowing three dogs in the residence of Tracy Blake.

Note: (✓one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

The Common Council grants a special exemption to Tracy Blake allowing her to keep four dogs in her residence until one of the three dogs passes, after which time she will be allowed to keep no more than two dogs in her residence. The exemption also requires Tracy Blake to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three dogs are kept in the residence.

Offered by: Administrative Committee
Motion:
Second:

Approved: _____
Attest: _____

NBR - 3

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background The City of Baraboo allows a maximum of two dogs per household. Additional dogs are allowed only if the Common Council grants a special exemption that is based on “either a change in household circumstances or a need for an additional animal due to a disability in the household.” §12.13(14)(b), Baraboo Municipal Code.

Russell Fenske of 553 Carignan Ct. is requesting the Common Council grant him a special exemption to be able to keep two dogs and four cats at his residence. Mr. Fenske provided a letter from his daughter’s psychiatrist recommending she be allowed to keep these cats as they are emotional support animals for her. The Administrative Committee reviewed this request and unanimously recommended the Common Council grant a special exemption allowing two dogs and three cats in the residence of Russell Fenske.

Note: (✓one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

The Common Council grants a special exemption to Russell Fenske allowing him to keep two dogs and four cats in his residence until two of the four cats passes, after which time he will be allowed to keep no more than two dogs and two cats in his residence. The exemption also requires Russell Fenske to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the two dogs and four cats are kept in the residence.

Offered by: Administrative Committee
Motion:
Second:

Approved: _____
Attest: _____

NBR - 4

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background: A Memorandum of Understanding (MOU) is required with the Wisconsin DNR for increased reimbursement costs for responding to wild land fires in unincorporated areas and to apply for the Forest Fire Protection Grant (FFP).

The new MOU is attached.

The Baraboo Fire Department has had a MOU with the DNR for several years.

Fiscal Note: (☒ one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted

Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Mayor, Fire Chief and City Clerk are authorized to sign the Fire Department/DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services with the Wisconsin Department of Natural Resources.

Offered by: Public Safety

Motion:

Second:

Approved: _____

Attest: _____

**Fire Department / DNR Memorandum
of Understanding for Mutual Aid and
Fire Suppression Services**

Form 4300-061 (R 12/19)

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Notice: Collection of this information is authorized pursuant to s. 26.145, Wis. Stats.; Chapter NR 47, subch. I and VIII, Wis. Adm. Code; Cooperative Forestry Assistance Act of 1978, Section 10(b)2 as amended; and 16 U.S.C. 2101-2114. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.).

Fire Department Information			
Fire Department Name Baraboo			Check one <input checked="" type="checkbox"/> In DNR Fire Protection Area <input type="checkbox"/> In Cooperative Area
Address 135 4th Street			Phone Number (include area code) 608-355-2710
City Baraboo	State WI	ZIP Code 53913	Tax ID # 39-6005391

Agreement			
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THIS AGREEMENT is entered into by and between the above-listed fire department (the Fire Department), and the State of Wisconsin Department of Natural Resources (DNR), for the suppression of forest fires within each party's respective jurisdiction in DNR Protection Area and/or on land owned by the DNR (DNR Land) in Cooperative Area.

WHEREAS, s. 26.11, Wis. Stats., vests the DNR with the power, authority, and jurisdiction in all matters relating to prevention, detection, and suppression of forest fires outside the limits of incorporated villages and cities and s. 23.09(4), Wis. Stats., and s. NR 1.23, Wis. Adm. Code, authorize the DNR to render assistance in case of emergencies.

WHEREAS, the DNR and the Fire Department pursuant to ss. 23.09(1)(2), 23.11 and 26.11(4), Wis. Stats., desire to cooperate in the suppression of fires; it is agreed by and between the DNR and the Fire Department as follows:

1. DEFINITIONS

- a. "Cooperative Area" means the areas of the State outside the DNR Protection Areas where Fire Departments have primary forest fire initial attack responsibilities.
- b. "DNR Protection Area" are the areas of the state defined by ss. NR 30.01 and NR 30.02, Wis. Adm. Code, as intensive or extensive.
- c. "Extended Attack" occurs when resources beyond those designated for initial attack must be dispatched to an incident or when extensive mop-up is required. This is generally when suppression efforts exceed one hour.
- d. "Forest Fire" means an uncontrolled, wild or running fire occurring on a forest, marsh, field, cutover or other lands or involving farm, city, or village property and improvements incidental to the uncontrolled, wild or running fire occurring on forest, marsh, field, cutover or other lands (as defined in s. 26.01(2), Wis. Stats.).
- e. "Incident Command System" means a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. ICS is a subcomponent of the National Incident Management System (NIMS), as released by the U.S. Department of Homeland Security in 2004.
- f. "Initial Attack" is defined as the first hour when suppression efforts are needed.
- g. "Non-reportable Fires" include incidents involving:
 - i. Burning activity that does not spread from predetermined limits.
 - ii. Fires that cannot be located.
 - iii. False alarms.
 - iv. Structural fires.
 - v. Vehicular or equipment fires.
- h. "Project fire" means an extended attack forest fire requiring state-wide resource deployment by the DNR.
- i. "Reportable Fires" are all other fires not listed in section. 1. g.

Fire Department / DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services

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- j. "Suppression" means the action of the responding agency(ies) beginning with initial attack and continuing through control of the forest fire, mop-up, and until the forest fire is out.
- k. "Unified Command" means a system of command that enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.
- l. "ATV" (all-terrain vehicle) and "UTV" (utility terrain vehicle) include equipment that is a manufactured motor driven device capable of off-road use. Vehicles cannot meet the federal motor vehicle safety standards.

2. RESPECTIVE RESPONSIBILITIES

- a. The DNR is responsible for the suppression of all forest fires and protection and suppression of any improvements threatened by forest fires as defined previously in s. 26.11, Wis. Stats.
- b. DNR may assist the Fire Department when resources are available, as authorized by s. NR 1.23, Wis. Adm. Code and s. 26.11(1), Wis. Stats
- c. Within DNR Protection Areas, the DNR may request the assistance of the Fire Departments to provide forest fire suppression, as well as structural protection.
- d. Outside of DNR Protection Areas, in the Cooperative Areas, the Fire Departments may request the assistance of the DNR to provide additional resources and support in forest fire suppression and Fire Departments have been delegated the authority on DNR-owned lands for fire suppression actions by virtue of this Agreement.
- e. Structural and vehicular fires are the responsibility of the Fire Department, but the Fire Department may request DNR equipment and personnel to assist with the structural and vehicular fire or when there is danger of a forest fire being caused by the structural or vehicular fire.

3. REPORTING FIRES

- a. The Fire Department agrees to make every effort to immediately notify the DNR of forest fires, or fires which may become forest fires that are burning or threatening DNR protection areas or DNR Lands. If immediate notification cannot be made, the Fire Department shall report the location of the fires, and the action taken, to the DNR as soon as possible, but no later than 24 hours from its knowledge of the forest fires.
- b. If the Fire Department is unable to contact the DNR, it shall take immediate, independent action to effectively suppress the forest fire.
- c. If it is uncertain whether a reported forest fire is within a DNR protection area or on DNR land due to the fire's proximity to the boundary line, the Fire Department or DNR shall notify the other party. If the Fire Department or DNR is unable to contact the other party, it shall take immediate, independent action to effectively suppress the forest fire, as soon as practicable. Thereafter, it shall notify the other party and report the location of the fire and the action that was taken.
- d. The DNR agrees to notify the Fire Department through County Dispatch if they become aware of a structure or vehicular fire within the Fire Department's jurisdiction.

4. COMMAND AT FIRES

The Incident Command System will be used at all forest fires. When the Fire Department is the first to arrive at the scene of a forest fire within a DNR protection area or on DNR land, the Fire Department shall establish incident command and begin initial attack. Command of the incident may be transferred to a qualified DNR incident commander upon arrival. A Unified Command structure is encouraged when deemed appropriate. If DNR does not arrive on scene, or is called to another incident, the Fire Department shall maintain command of the forest fire until out.

5. OUTSIDE ASSISTANCE

A DNR designated employee shall be consulted when in attendance by the chief officer of the Fire Department before calling in additional crews and equipment or outside fire departments for forest fires originating and occurring in DNR protection areas or on DNR lands. The incident commander is responsible for releasing the additional crews or equipment as soon as possible.

6. EQUIPMENT AND PERSONNEL REQUIREMENTS

- a. The DNR and the Fire Department agree to have available and utilize firefighting units suitable for suppressing forest fires. Responding units should be equipped with forest fire fighting hand tools and equipment. All responding units shall be equipped with a radio that contains a common frequency with the local DNR fire units, such as "Fire-ground Blue."

Fire Department / DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services

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- b. It is recommended that Fire Departments respond to forest fires with firefighters that have successfully completed **BASICS OF WILDLAND FIRE SUPPRESSION FOR RURAL FIRE DEPARTMENTS** in accordance with NFPA 1051 standards, which is an 8-hour course taught by DNR personnel and available to all Fire Departments.
- c. Firefighters shall wear protective clothing on all forest fires. It is recommended that protective clothing meets the 1977 NFPA standard on protective clothing and equipment for forest fire fighting including, as a minimum, Nomex shirts, pants or coveralls, boots, hardhat or helmet, and leather gloves. Use of web belts and fire shelters are also recommended for additional protection. Structural turnout gear should be available on each unit for every firefighter in the event there is a structural fire.

7. FIRE SUPPRESSION SERVICES AND COMPENSATION

- a. The Fire Department agrees to provide suppression services on forest fires, if its resources are available, whenever it is requested to respond by DNR or through established dispatch procedures. The DNR agrees to provide suppression services on forest fires, when resources are available, if requested by the Fire Department or through established dispatch procedures.
- b. In DNR Protection Areas, Fire Department suppression services compensation applies to all forest fires occurring outside the limits of incorporated villages and cities.
- c. In Cooperative Areas, Fire Department suppression services compensation **only** applies to forest fires originating on DNR owned lands.
- d. On all State lands and lands under DNR management, Fire Department compensation for invited assistance for prescribed burning on DNR managed lands.

8. COMPENSATION

The Fire Department must choose one compensation option from each of the following response categories below. **Choose an option from each response category and check the selected option box.**

NOTE: The person(s) responsible for causing the forest fire may be billed by DNR for all suppression costs, including those incurred by the Fire Department, that are billed to DNR:

a. INITIAL ATTACK:

Compensation for providing **initial attack** forest fire suppression, (including building protection) on forest fires within the Fire Department's area of jurisdiction. Initial attack is defined as the first hour of forest fire suppression services. (Choose one):

- ☐ **Option 1.** No payment for providing forest fire suppression on all initial attack forest fires.
- ☒ **Option 2.** Receive payment for providing forest fire suppression on all initial attack forest fires.

b. EXTENDED ATTACK:

Compensation for providing **extended attack** forest fire suppression, (including building protection) on forest fires either in or outside the Fire Department's own area of jurisdiction. Extended attack is defined as forest fire suppression services after the first hour (Choose one):

- ☐ **Option 1.** No payment for providing forest fire suppression on all extended attack forest fires.
- ☒ **Option 2.** Receive payment for providing forest fire suppression on all extended attack forest fires.

c. PRESCRIBED BURNING:

Compensation for assistance with DNR for prescribed burning activities.

- ☐ **Option 1.** No payment for providing prescribed burn assistance on prescribed burns on DNR managed lands.
- ☒ **Option 2.** Receive payment for providing prescribed burn assistance on prescribed burns on DNR managed lands.

9. BILLING PROCEDURE

- a. Fire Dept, township, or governing body agrees not to directly bill any landowner, responsible party or governmental body for forest fire suppression service costs paid **by** the DNR for services consistent with this Agreement.

Fire Department / DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services

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- b. If the Fire Department bills the DNR for fire suppression costs; (a) the bill shall be prepared on the appropriate form, and (b) the bill shall be presented no later than 14 days following the date on which the fire suppression was completed. Failure to meet this deadline may jeopardize the payment of the bill.
- c. If the Fire Department submits a bill for services rendered in suppressing a forest fire it shall be paid by the DNR subject to the following limitations.
 - i. No payment will be made by DNR for runs on or associated with non-reportable fires. Examples include, but are not limited to:
 - Burning activity covered by a legal burning permit.
 - Burning activity not covered by a legal burning permit but has not escaped control.
 - Cannot be located.
 - False alarms.
 - Structural fires.
 - Vehicle fires.
 - Cooking or warming fires.
 - ii. No payment will be made by DNR for forest fire suppression actions where the Fire Department provides no suppression services.

10. RECOMMENDED STAFFING

- a. The recommended staffing and equipment for initial attack forest fire suppression operations is as follows:
 - 1 4x4 brush rig (ICS Type 5-7 Engine);
 - 1 engine (or a tender (tanker) with pumping capabilities, ICS Type 1-4 Engines);
 - 6 forest fire trained firefighters
- b. During periods of very high or extreme fire danger, more personnel and equipment than listed above may be required for the initial response.
- c. Should the Fire Department respond with more than the recommended or requested dispatch, only that equipment and personnel needed and actually used for suppression will be compensated at the predetermined rate. Compensation for additional equipment and personnel may not be made to the Fire Department unless the DNR agrees it was reasonably necessary for suppression.

11. STAFFING FOR STRUCTURAL PROTECTION

Staffing and equipment dispatched for structural protection on project fires is Fire Department specific.

12. PAYMENT

- a. SCHEDULE - Payment for engines and personnel used in forest fire suppression or prescribed burning shall be made according to the following schedule:
 - (i) Engines that pumped for active forest fire suppression or prescribed burning
\$100/hour.
 - (ii) ATVs, UTVs and similar equipment that pumped for active forest fire suppression or prescribed burning
\$50/hour.
 - (iii) Fire Department personnel that provide suppression assistance on the forest fire or prescribed burning
\$12.25/hour.
- b. CALCULATION OF PAYMENT - Following the first hour of suppression service, bills submitted shall be calculated to the nearest ½ hour. Service begins when the engine leaves its station, and continues until it returns to its station when suppression action was taken by the Fire Department.

13. LIABILITY

The Fire Department, its employees, agents, and members, shall not be deemed employees or agents of the DNR for any purpose, including worker's compensation. Worker's compensation coverage for the employees, agents, and members of the Fire Department shall be provided by the Fire Department in accordance with s. 102.07(7), Wis. Stats. In addition, the DNR shall not be liable for any damage to, or destruction of, vehicles or suppression equipment beyond that liability established in ss. 893.82 or 895.46, Wis. Stats., or as otherwise established by the State Claims

**Fire Department / DNR Memorandum
of Understanding for Mutual Aid and
Fire Suppression Services**

Form 4300-061 (R 12/19)

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Board and approved in accordance with statutes.

14. COORDINATION

- a. A written outline of routine communication procedures, notification procedures, together with maps and rosters of on-call personnel, should be jointly prepared by and between the Fire Department and the DNR.
- b. A current contact list of the names, addresses and telephone numbers of the DNR's Forestry personnel for the area described in the Agreement shall be developed.

15. TERMINATION

This Agreement shall be binding upon the parties hereto until six months following written notice of termination by either party. Either party reserves the right to cancel this Agreement in whole or in part without penalty. The DNR reserves the right to cancel this Agreement in whole, or in part, without penalty, due to non-appropriation of funds or failure of the Fire Department to comply with the terms, conditions, or specifications described.

16. NONDISCRIMINATION

The Fire Department agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, as described in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following; employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Fire Department agrees to post in conspicuous places, availability for employees and applications for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

17. ASSIGNMENT

This Agreement may not be assigned or subcontracted in part or in whole without written approval from the DNR and may only be changed or amended in writing.

18. PARTIES

- a. In this Agreement, the DNR and the Fire Department includes its successors, their respective officers, employees, agents, directors, subcontractors, assignees, partners, and representatives.
- b. This Agreement and its referenced parts and attachments, shall constitute the entire Agreement and previous Agreements, whether written or oral, are hereby superseded.


19. AMENDMENT

Any revisions must be made by an amendment to this Agreement or other written documentation, and signed by both parties. This Agreement shall commence upon its signing by both parties and continue until termination under paragraph 15.

20. AUTHORIZATION

Each person signing this agreement, personally warrants and represents that he or she is authorized by his or her principal to bind the party for whom he or she is signing.

DEPARTMENT OF NATURAL
RESOURCES For the Secretary

Signature of DNR Area Forestry Leader		Date Signed
Signature of Fire Chief 		Date Signed
Fire Department Baraboo		01/23/2020
Signature of Other Authorized Representative		Date Signed

NBR- 5

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background

The City's Employee Personnel Policy & Procedure Handbook ("Handbook") was approved by the Council on March 13, 2018 and last updated on January 28, 2020. The Handbook is intended to be a living document that can be easily updated and modified to stay current with law and practice. Section 1.03, Handbook Updates, provides that major updates to the Handbook must be submitted to the Finance/Personnel Committee for review and then require a resolution by Council for adoption.

At this time, the following major modification is being proposed for adoption:

- Removal of the Employee Performance Appraisal Process and Pay Plan Implementation Guidelines ("Guidelines") from the appendix of the Handbook.
 - As stated in the Guidelines, the document is to serve as a reference tool by the City and the addition of the Guidelines to the Handbook has caused confusion among staff and Department Heads in how it is to be used and applied.
 - The Guidelines is currently undergoing a review and will be reintroduced to Council by way of the Finance/Personnel Committee as a standalone City policy.

Note: (✓one) [X] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That, effective upon passage of this Resolution by the Common Council, the City's Employee Personnel Policy and Procedure Handbook ("Handbook") is amended as follows:

- Removal of the Employee Performance Appraisal Process and Pay Plan Implementation Guidelines ("Guidelines") from the appendix of the Handbook, with direction to the City Administrator to update the Guidelines and present the Guidelines to the Council, by way of the Finance/Personnel Committee, as a standalone policy.

Offered by: Finance/Personnel Committee

Motion:

Second:

Approved: _____

Attest: _____

NBR- 6

RESOLUTION NO. 2019-

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background

The following projects were budgeted in 2019 and were not completed. The Department Heads request a re-appropriation of the 2019 money to the 2020 budget.

In 2019, the Parks Department budgeted to have the Parks office at the Civic Center renovated at a cost of \$28,000. The project was anticipated to take two years. At the adoption of the 2020 budget, the project was moved to 2020. However, some work was completed in late 2019, after the 2020 budget was adopted. The amount spent in 2019 was \$16,175. At this time, only \$11,825 of the funds remain unspent. The schedule below depicts a reduction of \$16,175 from the 2020 budget.

In 2019, the Parks Department budgeted to have a gravel bed put in at the Community Gardens. The project was to be funded 1/2 by a Department of Natural Resources (DNR) grant and 1/2 with Park Segregated funds. The grant has been extended to 2020. Therefore, this project assumes the DNR grant revenue and will not utilize fund balance.

In 2019, the Parks Department budgeted \$25,000 for restroom renovations at the zoo. The bids came in for twice that amount. The Park Board is looking at the possibility of putting in new bathrooms instead. They would like to have the \$25,000 re-appropriated to the 2020 budget, knowing that they would also have to find a funding source for the remainder of the project. If these funds were not used for the new bathrooms, or the renovation of the current ones, there is repair work needed to the building where the current restrooms reside.

Note: (☒ one) [☐ Not Required] [☒ Budgeted Expenditure] [☐ Not Budgeted]
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the following project amounts are re-appropriated from the 2019 City Budget surplus to the 2020 Budget:

Department	Project	Amount
Parks	Civic Center Park Office Remodel	
	Reduction of Original	(28,000)
	Increased by unspent amount	11,825
	Net reduction	(16,175)
Parks	Community Gardens Gravel Bed	11,000
Parks	Zoo Restrooms	25,000
	Total All	\$ 19,825

Offered by: Finance Committee

Approved: _____

Motion:

Second:

Attest: _____

NBR - 7

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background: The City's planned debt for 2020 was approved as part of the budget adoption by the Common Council in November of 2019. Since then, City staff has learned that additional money (debt) will be needed in order to complete the Maxwell-Potter Conservancy kayak launch - in the amount of approximately \$57,000. The reason for the shortfall is due to higher than expected bids for the construction, due to non-anticipated fluxuating construction costs.

The Finance Department is seeking permission from the Council to explore the available options for obtaining the additional debt, which will likely be short term financing (such as a line of credit), or less likely, to add the amount to the anticipated borrowing for long-term debt. Once the determination has been made by the Finance Department, it is requested that permission be granted by the Council to the Mayor and the City Clerk to enter into any necessary agreements to secure the financing.

Fiscal Note: ☐ **Not Required** ☐ **Budgeted Expenditure** ☒ **Not Budgeted**

Comments: Unanticipated construction costs associated with the Maxwell-Potter Conservancy Kayak launch

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the Finance Department is authorized to research the most advantageous way of financing the additional amount necessary to complete the Maxwell-Potter Conservancy kayak launch, in the amount of approximately \$57,000, and

That the Mayor and City Clerk are authorized to execute any necessary agreement for the acceptance of the debt, which has been determined by the Finance Department to be the most advantageous to the City.

Offered by: Finance/Personnel Committee
Motion:
Second:

Approved: _____

Attest: _____

NBR - 8

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background: This resolution approves the City entering into a contract with MSA Professional Services for the engineering and project management of the Maxwell-Potter Conservancy kayak launch for the amount of \$19,000.

MSA was originally contracted for the design and management of the kayak launch by the Village of West Baraboo as the kayak launch project was part of a state grant project that was awarded and managed by the Village, however the grant was turned over to the City of Baraboo in December of 2019, requiring for the contract to be transferred to the City to complete construction.

Fiscal Note: ☐ *Not Required* ☒ *Budgeted Expenditure* ☐ *Not Budgeted*
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Maxwell-Potter Conservancy kayak launch engineering and construction management contract from MSA Professional Services be accepted and that the Mayor and City Clerk be authorized to sign the contract in the amount of \$19,000.

Offered by: Parks and Recreation Commission
Motion:
Second:

Approved: _____

Attest: _____

To: Finance Committee
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: March 10, 2020
Re: Maxwell-Potter Conservancy Kayak Launch engineering contract

In 2018, a Stewardship Grant in the amount of \$63,683 was awarded to make improvements to the Baraboo River. The grant application was jointly submitted by the Village and City requesting \$250,000 for a number of improvements in the Village and City, one of which was the Maxwell-Potter Conservancy kayak launch.

As the \$63,683 partial grant was not enough to fund the entire request, consisting of many areas of streambank stabilization and channelizing of areas, it was decided by representatives of the City, Village and MSA Professional Services (who wrote the grant) to use the funds for the Maxwell-Potter kayak launch, as that cost most closely met the available grant award amount.

The DNR required that the project remain with the Village of West Baraboo as the grant was written with the Village as manager. The Village contracted with MSA to begin design of the launch and worked with City staff on designs.

In fall 2019, the DNR changed course and allowed the Village to transfer the grant to the City, as the entire project was taking place within the City. An amendment was drafted and approved by the DNR as well as both municipalities.

As the project is now under City management, but the engineering contract is between the Village and MSA, a new contract between the City and MSA is required. MSA is about 1/3 into the project scope already with services already rendered. The City has reimbursed the Village for all costs associated (\$8,451.68) with initial design, bidding, permitting and project management as required by the Stewardship grant. Those funds came from previously designated ATC Funds.

MSA has presented a contract in the amount of \$19,000 to complete the Maxwell-Potter kayak launch engineering and construction management. Your recommendation to the Council would allow for the acceptance of the bid to continue moving forward with completion of this project in 2020.

This proposal will also be considered by Council tonight.

2020 Maxwell-Potter Kayak Launch Proposals

Contract expenses

Engineering to date (MSA)	\$8,451.68	<i>previously paid</i>
Engineering contract (MSA)	\$19,000.00	
Construction contract (Meise)	\$197,939.00	<i>*does not include drop off</i>

Total Contract Expenses Proposed \$225,390.68

Funds available

ATC River Funds	\$100,000.00	<i>8,451.68 rec'd to date</i>
DNR Stewardship Grant	\$63,683.00	
Mayor's Econ. Dev. Fund	\$5,400.00	

Total Current Funds Available \$169,083.00

<i>total expenses</i>	<i>\$225,390.68</i>
<i>less funds available</i>	<i>\$169,083.00</i>
<i>Shortfall</i>	<i>\$56,307.68</i>

Additional potential Stewardship grant funds possible (reimbursement) up to \$49,012.34

Notes:

*This proposal does not include the drop off alternate, which would provide a pull off from Mill Race Drive to allow for the unloading/loading of kayaks & canoes. A parking lot with sidewalk to launch site is provided on the opposite side of the shelter from the launch, approximately 75 feet away. The Alternate Drop Off Site bid would add another \$17,510 to the project cost and can be considered in the future.



Professional Services Agreement

This AGREEMENT (Agreement) is made today February 6, 2020 by and between CITY OF BARABOO (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: Maxwell-Potter Park Canoe/Kayak Launch Project

The scope of the work authorized is: See attached.

The schedule to perform the work is: Approx. Start Date: January 1, 2020
Approx. Completion Date: November 1, 2020

The estimated fee for the work is: \$19,000

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF BARABOO

MSA PROFESSIONAL SERVICES, INC.

Mike Palm
Mayor
Date: _____

Raine Gardner, PE
Team Leader
Date: February 6, 2020

Attest: City Clerk

1230 South Boulevard
Baraboo, WI 53913
Phone: 608-355-8913

Brenda Zeman, Clerk
Date: _____

101 South Boulevard
Baraboo, WI 53913
Phone: 608-355-2700

ATTACHMENT A: RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects	\$115 – \$175/hr.
Clerical	\$ 60 – \$115/hr.
CAD Technician	\$ 95 – \$143/hr.
Geographic Information Systems (GIS).....	\$ 75 – \$143/hr.
Housing Administration	\$ 75 – \$120/hr.
Hydrogeologists	\$125 – \$155/hr.
Planners	\$ 85 – \$170/hr.
Principals.....	\$175 – \$275/hr.
Professional Engineers	\$ 86 – \$190/hr.
Project Manager.....	\$ 150 – \$238/hr.
Professional Land Surveyors	\$ 87 – \$165/hr.
Staff Engineers.....	\$ 80 – \$150/hr.
Technicians	\$ 65 – \$128/hr.
Wastewater Treatment Plant Operator.....	\$ 75 – \$ 95/hr.

REIMBURSABLE EXPENSES

Copies/Prints.....	Rate based on volume
Fax	\$1.00/page
GPS Equipment	\$40/hour
Mailing/UPS	At cost
Mileage – Reimbursement (currently \$0.575/mile).....	Rate set by Fed. Gov.
Mileage – MSA Vehicle (currently \$0.70/mile)	Rate set by Fed. Gov
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter	\$100/day
PC/CADD Machine.....	Included in labor rates
Stakes/Lath/Rods	At cost
Total Station	Included in labor rates
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing	At cost
Trimble Geodimeter.....	\$30/hour

* Labor rates represent an average or range for a particular job classification. These rates are in effect until January 1, 2021.

**MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)**

1. **Scope and Fee.** The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project.

2. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. **Costs and Schedules.** Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. **Access to Site.** Owner shall furnish right-of-entry on the project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

5. **Location of Utilities.** Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to Consultant by others.

6. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

7. **Construction.** This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

9. **Construction Site Visits.** MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to, and representation at the site, will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

10. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

11. **Betterment.** If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

12. Hazardous Substances. OWNER acknowledges and agrees that MSA has had no role in generating, treating, storing, or disposing of hazardous substances or materials which may be present at the project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

13. Insurance. MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

14. Reuse of Documents. Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

15. Indemnification. To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, agents, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, agents, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

16. Dispute Resolution. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

17. Exclusion of Special, Indirect, Consequential and Liquidated Damages. Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

18. State Law. This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin..

19. Jurisdiction. OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

20. Understanding. This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

Scope of Services –

Phase 1- Maxwell-Potter Park Launch Design - \$3,500

- Develop and value engineer the ADA compliant canoe/kayak launch and pull off area on Mill Race Drive for rebidding in 2020.
- Reimbursables and Mileage

Phase 2 – Project Bidding - \$2,000

- Public Bid Project via online bidding
- Answer Bid questions and develop Addendums as needed during bidding
- Review Bids and make a formal recommendation of a bid to the City depending on the low base bid and possible alternate bids.
- Process Project Contractor Contracts
- Reimbursables and Mileage

Phase 3 – Maxwell Potter Park Construction Administration/Observation - \$13,500.00

- Project Management and Coordination with Owner and Contractor Correspondence
- Review shop drawings
- Provide one-time construction staking for the project (XX hrs)
- Provide part-time project construction inspection
- Complete partial and final punch lists.
- Measure pay quantities and review contractor applications for payment
- Reimbursables and Mileage

PROPOSED PROJECT SCHEDULE:

- Bid Project: January 2020
- Award Project: February/March 2019
- Construction: June 2020 – September 2020
- Project Closeout: November 2020

ITEMS NOT INCLUDED IN SCOPE:

- Solicit and obtaining soil borings with associated geotechnical report.
- Grant Administration

OWNER RESPONSIBILITIES:

- Permit Fees

FEE: Total Estimated Time and Materials (T&M) Fee = \$19,000

NBR - 9

RESOLUTION NO. 2019 -

Dated: March 10, 2020

The City of Baraboo, Wisconsin

Background: The Parks and Recreation Commission has reviewed bids submitted to the City for the installation of a kayak launch/pier in the Baraboo River at the Maxwell-Potter Conservancy. The bids received are as follows:

- | | |
|-----------------------------|--------------|
| • Meise Construction, Inc. | \$197,939.00 |
| • Pember Companies, Inc. | \$203,368.75 |
| • MZ Construction, Inc. | \$243,600.00 |
| • Janke General Contractors | \$279,045.00 |

Under the proposed contract terms, construction of the kayak launch/pier will take place in 2020 with a completion date of October 31, 2020.

At the February 10, 2020, regular meeting of the Parks and Recreation Commission, the Commission recommended the Council accept the bid from Meise Construction, in the amount of \$197,939.00.

Fiscal Note: ☐ *Not Required* ☒ *Budgeted Expenditure* ☐ *Not Budgeted*
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Maxwell-Potter Conservancy kayak launch construction bid submitted by Meise Construction, Inc., in the amount of \$197,939.00 is hereby accepted and the Mayor and City Clerk are authorized to execute the corresponding contract on behalf of the City.

Offered by: Parks and Recreation Commission
Motion:
Second:

Approved:_____

Attest:_____

To: Finance Committee
 From: Mike Hardy, Parks, Recreation & Forestry Director
 Date: March 10, 2020
 Re: Maxwell-Potter Conservancy Kayak Launch construction bids

The Parks Commission has reviewed proposals to construct a permanent accessible kayak launch at Maxwell-Potter Conservancy. Bids received were as follows:

- Meise Construction, Inc. \$197,939.00
- Pember Companies, Inc. \$203,368.75
- MZ Construction, Inc. \$243,600.00
- Janke General Contractors \$279,045.00

The Parks Commission has recommended accepting the proposal from Meise Construction, Inc. \$163,683 was budgeted for this project in 2020, which includes Stewardship grant funding of \$63,683 and ATC grant funding of \$100,000.

To date, \$8,451.68 has been spent on engineering to design the launch, obtain permits and manage the bidding of the project. Original bids came in significantly higher, so City staff met with MSA to re-design the launch and re-bid. The re-bid of 2019 launch bids attracted 2 additional bidders and cut costs about \$47,000.

The kayak launch project was included in our 2017-2021 Comprehensive Outdoor Recreation Plan. A similar launch is being constructed in Haskins Park by the Village of West Baraboo this year.

This proposal will also be considered by Council tonight.

NBO - 1

The City of Baraboo, Wisconsin

Background: After staff review, it is recommended that Section 14.05 of the City's Municipal Code of Ordinances, pertaining to the City's adoption and incorporation of the State Building Codes, be updated to accurately reflect the correct terminology and point of references currently being used by the State government.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 14.05 of the Baraboo Municipal Code is amended as follows:

14.05 APPLICATION OF STATE CODES. The Uniform Dwelling Code - Department of Safety and Professional Services (DSPS) Chs. 316, 320 through 325 and 360 through 366, and 375 through 387, the State Electrical Code, the State Plumbing Code the State Flammable and Combustible, and Hazardous Liquids Code - Agriculture, Trade, and Consumer Protection (ATCP) Ch. 93, and the State Well Drilling Code - Natural Resources (NR) 812 of the Wisconsin Administrative Code are hereby adopted by reference and the Building Inspector shall enforce the provisions thereof. Any violation of said codes or amendments thereto shall constitute a violation of this code, whether unlawful building alteration, installation, moving or construction involved is specifically covered by other provisions of this code or not, and shall render the violator liable to the penalties contained herein. Any future amendments, revisions, or modifications of the code provisions incorporated herein are intended to be made a part of this chapter. (2/12/2020)

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the _____ day of _____, 20____, and is recorded on page _____ of volume _____.

City Clerk: _____

NBO - 2

The City of Baraboo, Wisconsin

Background: The City may incorporate State laws into the City code and prosecute the offenses as ordinance violations. Incorporating all State laws would be broad and a overreaching, but to aid in investigation and enforcement, there are statutes that may be helpful to add to the City's code. The City has already incorporated these Statutes into our code, and the "9" in front of the numbers indicates the City code adoption (we also have standalone ordinances for some offenses, including marijuana possession, obstructing an officer, etc.):

- | | |
|---|--|
| • 9.101.123 Smoking Prohibited in Public Places | • 9.943.215 Absconding without Paying Rent |
| • 9.134.65 Cigarette and Tobacco Products Retail License | • 9.943.24 Issuance of Worthless Checks |
| • 9.943.01(1) Criminal Damage to Property (Where Damage is < than \$200) | • 9.961.573(1) Possession of Drug Paraphernalia |
| • 9.943.20 Theft (Less Than \$100) | • 9.943.13(1m)(c) Enters or remains on property while concealed carry when notified not to enter or remain |
| • 9.943.50 Shoplifting | • 9.947.0125 Unlawful Use of Computerized Communication Systems |
| • 9.947.01 Disorderly Conduct | • 9.948.45 Contributing to Truancy |
| • 9.947.13 Harassment | |
| • 9.943.212 Defrauding a Hotel, Restaurant, Recreation Attraction, Taxi, or Gas Station | |

The Police Department would like to adopt the following statutes into City code:

- | | |
|---|---|
| • 940.19(1) Battery | • 943.14 Criminal trespass to dwellings |
| • 941.01 Negligent operation of vehicle | • 943.61 Theft of library material |
| • 941.10 Negligent handling of burning material | • 944.20 Lewd and lascivious behavior |
| • 941.327 Tampering with household products | • 944.25 Sending obscene or sexually explicit electronic messages |
| • 942.01 Defamation | • 946.31 Perjury |
| • 942.08 Invasion of privacy | • 946.32 False swearing |
| • 942.09 Representations depicting nudity | • 961.41(3g) Possess/Attempt to possess controlled substance w/o prescription |
| • 943.017 Graffiti | • 961.43(1) Obtain/Attempt to obtain prescription by fraud or misrepresentation |
| • 943.11 Entry into locked vehicle | |
| • 943.13 Trespass to land | |

This list of violations are relatively frequent cases the Police Department deals with and the addition of these offenses to the Code could aid in the prosecution for some offenses. There may also be outreaching benefits to some of the cases as we attempt to address drug issues and quality of life issues for the City residents, including when dealing with juveniles not having criminal records if it can be avoided. It is important to note that adding these to the City code provides an additional tool and does not preclude the filing of criminal charges with Sauk County District Attorney.

The Public Safety Committee reviewed the proposed amendments to the Code at their February 24, 2020 meeting and unanimously voted to recommend the Council adopt the changes.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments:

**THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN
AS FOLLOWS:**

1. Section 9.01 of the Baraboo Municipal Code is amended as follows:

9.01 OFFENSES AGAINST STATE LAWS SUBJECT TO FORFEITURE. The following statutes following the prefix "9" defining offenses against the peace and good order of the State are adopted by reference to define offenses against the peace and good order of the City, provided the penalty for commission of such offenses hereunder shall be limited to a forfeiture imposed under §25.04 of this Code. (2323 10/27/2009; 2339 06/06/2010; 2366 10/11/2011; 2380 06/12/2012; 2459 07/11/2017, **XXXX**)

9.101.123	Smoking Prohibited in Public Places	9.944.25	Sending Obscene or Sexually Explicit Electronic Messages
9.134.65	Cigarette and Tobacco Products Retail License	9.946.31	Perjury
9.940.19(1)	Battery	9.946.32	False Swearing
9.941.10	Negligent Operation of Vehicle	9.947.01	Disorderly Conduct
9.941.10	Negligent Handling of Burning Material	9.947.013	Harassment
9.941.327	Tampering with Household Products	9.943.212	Defrauding a Hotel, Restaurant, Recreation Attraction, Taxi, or Gas Station
9.942.01	Defamation	9.943.215	Absconding without Paying Rent
9.942.08	Invasion of Privacy	9.943.24	Issuance of Worthless Checks
9.942.09	Representations depicting Nudity	9.961.41(3g)	Possess/Attempt to Possess Controlled Substance without Prescription
9.943.01(1)	Criminal Damage to Property (Where Damage is less than \$200)	9.961.573(1)	possession of Drug Paraphernalia
9.943.017	Graffiti	9.961.43(1)	Obtain/Attempt to Obtain Prescription by Fraud or Misrepresentation
9.943.11	Entry into Locked Vehicle	9.943.13(1m)(c)	Enters or remains on property while concealed carry when notified not to enter or remain.
9.943.13	Trespass to Land	9.947.0125	Unlawful Use of Computerized Communication Systems.
9.943.11	Trespass to dwellings	9.948.45	Contributing to Truancy
9.943.20	Theft (Less Than \$100)		
9.943.50	Shoplifting		
9.943.61	Theft of Library Material		
9.944.20	Lewd and Lascivious Behavior		

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of _____, 20__, and is recorded on page ____ of volume ____.

City Clerk: _____

As part of the 2020 Budget, money is included for the acquisition and demolition of the former St. Mary's Ringling Memorial Hospital at 1208 Oak Street. The City has a long history with that property as it became an attractive nuisance following the building's abandonment in 2010.

Included in the Agenda Packet is an old "Concept Plan for the Cleanup of 1208 Oak Street as approved by the Common Council in 2015" that includes a tentative Cleanup Plan prepared by the DNR. That documentation included an estimate of \$73,000 in delinquent real estate taxes that had accumulated to that point in time. According to the County's records, the current total amount of delinquent taxes, with interest and penalties, is \$110,203.14.

The City subsequently applied for and received a WAM grant to fund an updated Phase I Environmental Site Assessment that has since been completed. Also included in the Packet is a Draft Agreement between the City and the County for the City to take ownership of the property at no cost, which was slated for joint approval in 2017 but the development proposal that prompted that Agreement "died on the vine".

Nothing has been done since; the City continues to remove snow & ice from the sidewalks, mow the lawn, and secure the building as needed.

Concept Plan for the Cleanup of 1208 Oak St, Baraboo as approved by City Council on Dec 22, 2015

Background

This is the site of the former St. Mary's Ringling Memorial Hospital. The original structure was built in 1898 and was the home of Della Ringling. In 1922, the home was donated to the Sisters of St. Mary's who converted it to a 25-bed hospital that was opened in November of 1922. In 1945, a three-story addition was built and the shortly thereafter the original Ringling Home was demolished. The Hospital remained in operation until 1963 when St. Clare Hospital was opened. In 1964, the Sisters of St. Mary's converted the former hospital to a nursing home, St. Mary's Ringling Manor, which was licensed for 71 residents. After the nursing home was closed, it became a convent for the Franciscan Sisters of St. Mary's, until 1997 when the building closed for good. It remains empty today.

In 2004, the property was purchased by a private developer who proposed to covert the building to a senior housing project in 2007. Unfortunately, the developer was unable to follow through and he has since passed away. The property was part of an LLC that was later escheated to the State upon closure of the deceased's estate since there were no heirs, successors, or assigns. Property taxes have gone unpaid since 2008 so the County has accumulated approximately \$73,000 in delinquent taxes at this time. The State has done nothing to care for the property in the intervening years and it has been up to the City to secure the property from vandals. The City has invested approximately \$10,000 to secure the property, mow and trim brush over the last 8 years. The property has been without power and water for approximately 10 years. The dilapidated condition of the building has become an attractive nuisance and an eyesore in the neighborhood.

The City has repeatedly solicited developers in an effort to find one that would revive the prior project plan to convert the property to a senior housing facility but has been unsuccessful to date. Of the developers that reviewed this prospective project, most cite a need for the City to underwrite approximately \$1 - \$1.5 million of the project cost. The property is in TID #9, which was created in 2007; however, since the property value has declined, the TID is already "upside down", which only reduces any developer incentive that may be available. This property is in an older section of Baraboo that is well known for its large 2 story homes Victorian style homes.

Proposal

1. The City would acquire title to the property on the condition that grants would be available to assist with environmental assessment, cleanup, and demolition of the existing structure. The State WDNR and WEDC have agreed in concept to this approach. (Title can be obtained through the County via a tax foreclosure or the City can petition the Circuit Court for title to the property.)
2. The City would work with WDNR to obtain a grant(s) for asbestos removal as noted in #1. According to the Phase 1 ESA completed in 2008, there are no other environmental issues suspected on the property. A site assessment grant from WDNR would be used to clarify any further issues.
3. WEDC would be asked to assist with a grant for demolition.

4. The City would take bids from private contractors to have the building razed.
5. Before building demolition, the City would remove any items that are deemed to have a salvage value or historic value.
6. The City would create approximately three single-family residential lots that would be sold to the public at the fair market price. The sale of the lots could include a requirement to build a single-family home that would fit into the character of the neighborhood.
7. The funding for the City's share of this project would come from a TID 6 donation to TID 9. The sale of the lots would be used to repay a portion of the costs to TID 6.
8. The WDNR has agreed in to lend their assistance to City in its quest to acquire title to the property. The process for handling escheated properties is confusing and not well established in procedure. The WDNR reportedly has knowledge of several other properties in this same sort of legal "bind" and they recognize the need to resolve this issue. In 2014 Mark Bromley, Assistant Attorney General, provided the following guidance relating to the acquisition of this the property to a prospective "developer": Your rights would be subject to all the outstanding real estate taxes unless you can work something out with the City and County. If you obtain ownership of the LLC, you can then apply to the Department of Revenue's Unclaimed Property Section for release of its custody of the LLC.
 - a. Baraboo Luxury Apartments, LLC (BLA) owns the land and building you want to own.
 - b. BLA owes real estate taxes of about \$55,000 (that was then, the current amount is \$73,000). Those taxes have a first-lien position on the real estate.
 - c. BLA was administratively dissolved August 7, 2013.
 - d. Custody, but not ownership, of the BLA LLC (not the land or building) transferred to the Wisconsin Department of Revenue by oral order of the Dane County Court on May 23, 2014
 - e. Administrative dissolution of an LLC does not end its legal existence. Wis. Stat. Section 183.0903. The LLC cannot continue doing business but may take all steps necessary to winding up its affairs. That includes the right to transfer any property it owns. Those steps may be taken by any authorized member or manager, or by the circuit court for Sauk County.
9. Cost Estimate for this project:

a. Survey and Sampling for Asbestos and Lead =	\$ 22,500
b. Using A&A's (\$4.00/sf) estimate for lead and asbestos removal =	\$200,000
c. Using Beaver Wrecking's estimate for razing the structure =	\$175,000
d. Tipping Fee's for garbage - approx.100 tons x \$75.00 =	\$ 7,500
e. Cost for crushing rubble - (+/-8,000)tons x \$5.00/ ton =	\$ 40,000
f. Topsoil/Seed/Fertilizer/Mulch (\$3.500/sy) =	\$ 15,000
g. Contingency =	<u>\$ 40,000</u>
Total Estimated Cost =	\$500,000

10. Prospective Funding Sources for the project:

- a. Wisconsin Assessment Monies (WAM) to Update Phase I ESA: \$ 30,000 max; (100% Grant)
- b. Ready for Re-use Loan for Asbestos/Lead Abatement: \$ TBD (Load)
- c. Site Assessment Grant (SAG) for demolition: \$150,000 max; (50% Grant)
- d. TID #6: \$ TBD
- e. Sale of 3 Residential Lots: \$ 75,000

11. It would be critical to the project success for the County to forego the taxes owed (+/- \$73,000) because there is no possibility of the City recouping its investment in this property. This amount could count toward the required local match to the SAG.

St. Mary's Ringling Hospital Proposed Site Assessment and Cleanup Plan

This plan was drafted by: **Barry Ashenfelter** Program & Policy Analyst – Remediation and Redevelopment/AWARE, Wisconsin Department of Natural Resources. Phone: (608) 267-3120. barry.ashenfelter@wisconsin.gov on 7-21-14

1. **IGA:** DNR enters into IGA with City or County
 - a. Outlines assistance to be provided by DNR (and possibly WEDC)
 - b. Describes process and timeline by which the City/County will take title to the property in order to receive LGU exemption
 - c. Outlines responsibilities if contamination is found under the building or elsewhere on the property
 - d. Describes post cleanup actions: Proceeds from sale to repay R4R loan
2. **Phase I:** DNR completes updated Phase I with WAM, while City/County work to take title – including county agreement to expunge delinquent taxes.
3. **Acquisition:** City/County acquires the property within 180 days of completed Phase I to meet AAI requirements.
4. **Asbestos Abatement/Demo:** LGU owner receives up to \$150,000 in SAG for demolition in order to complete the assessment, as well as a Ready for Reuse loan for asbestos and lead abatement prior to demolition.
 - a. Match for SAG: WAM, Ready for Reuse, cancellation of back taxes, any funding the City/County pitches in for demo or commits to cleanup
 - b. The case for funding:
 - i. Demo is necessary to complete assessment under the building
 - ii. No identified owner, property in legal limbo (a truly abandoned property)
 - iii. Detriment to community- public health and safety hazard, drain on neighborhood property values, opportunity cost/loss of doing nothing.
 - iv. City is open to various development opportunities, one of which is multiple high-end single family homes to protect/increase neighborhood property values, as well as potential business opportunities
5. **Phase II:** DNR completes Phase II with WAM after demolition
6. **Cleanup:** Based on findings in Phase II, cleanup occurs according to the agreed upon terms in IGA. Ready for Reuse loan funding may be provided.
7. **Redevelopment:** City sells the property for residential development and repays the Ready for Reuse loan.

SAMPLE AGREEMENT BETWEEN SAUK COUNTY AND CITY OF BARABOO REGARDING 1208 OAK STREET

THIS AGREEMENT BETWEEN SAUK COUNTY AND THE CITY OF BARABOO REGARDING 1208 OAK STREET ("Agreement") is made by and between Sauk County, a political subdivision of the State of Wisconsin ("**County**"), and the City of Baraboo, a Wisconsin municipal corporation located in Sauk County ("**City**").

RECITALS

WHEREAS, a Building located in Sauk County at 1208 Oak Street, Baraboo, WI 53913 ("**Building**"), parcel identification numbers 206-2078-00000 and 206-2079-00000 ("**Property**"), commonly referred to as the St. Mary's-Ringling Hospital, has been unoccupied for approximately two decades; and

WHEREAS, upon information and belief, the Property is owned by a developer, Baraboo Luxury Apartments, LLC, whose managing member was Joseph Harrington and whose estate became insolvent upon his death in 2010; and

WHEREAS, the Property has been tax-delinquent since 2009, is a property subject to a tax certificate, and the county has not taken a tax deed for the property within two years after the expiration of the redemption period; and,

WHEREAS, the Building is believed to contain hazardous substances, as defined by Wis. Stat. §292.01(5), and therefore is subject to Wis. Stat. §75.17; and

WHEREAS, the custodian of the Property is the Wisconsin Unclaimed Property Fund, managed by the Wisconsin Department of Revenue; and

WHEREAS, the Building has been a blight and nuisance for the City for the past decade, resulting in the City investing approximately \$10,000 to secure and maintain the Property; and

WHEREAS, Wis. Stat. § 75.17(2) states that where a county has not taken a tax deed for property subject to a tax certificate, and that is contaminated by a hazardous substance, within two years after the expiration of the redemption period, the county shall take a tax deed for such property upon receiving written request to do so from the municipality in which the property is located. The county may retain ownership, but if the county does not wish to do so, then the county shall transfer ownership of the property to the municipality, for no consideration, within 180 days after receiving the written request from the municipality; and,

WHEREAS, the County has no desire to take ownership of the Property; and

WHEREAS, the City does desire to take ownership of the Property; and

WHEREAS, the County will transfer the Property to the City, for no consideration, provided the City follows the procedure set forth in Wis. Stat. §75.17; and,

WHEREAS, the County is authorized to enter into this agreement, pursuant to Wis. Stat. § 75.365.

IT IS NOW, THEREFORE, agreed between the County and the City as follows:

TERMS

1. Recitals. The recitals are fully incorporated into this Agreement.
2. Written Request from City. The City intends to prepare and submit a written request to the County to take the Property by Tax Deed pursuant to Wis. Stat. § 75.17.
3. Acquisition by County. The County agrees to take the Property by Tax Deed pursuant to Wis. Stat. § 75.17, following the receipt of the aforementioned written request, and confirms that it has no desire to maintain ownership of the property.
4. Notice. The County shall notify the City as soon as the County has taken Tax Deed to the Property. Notice shall mean a communication in writing sent by the County Administrative Coordinator or designee to the City of Baraboo by email or by regular first class mail, addressed to the following:

 Notice to City: Kennie Downig, City Administrator
 City of Baraboo
 101 South Blvd
 Baraboo, WI 53913
 Email: kdowning@cityofbaraboo.com

 With a Copy to: Emily Truman, City Attorney
 City of Baraboo
 135 4th Street
 Baraboo, WI 53913
 Email: etruman@cityofbaraboo.com
5. Transfer to City. The County agrees to transfer ownership, for no consideration, to the City of Baraboo as expeditiously as practical but in no case later than 180 days following receipt of the aforementioned written request, as authorized by Wis. Stat. § 75.17(2).
7. Mutual Representations. City and County mutually represent and agree that (1) the Property was and is subject to a tax certificate; (2) a Phase I Environmental Site Assessment conducted by The Sigma Group in May 2016 deemed the Property contaminated by a hazardous substance within the meaning of § 292.01(5), Wis. Stat.; and (3) County did not take tax deed for the Property within the redemption period described under §75.14(1), Wis. Stat., and specified in §74.57(2), Wis. Stat.
8. Amendments. The City and the County may amend this Agreement at any time by mutual written consent.

This Agreement has been entered into on this ____ day of _____, 20__.

(Signature Page to Follow)

COUNTY OF SAUK

Witness Signature: _____ By: _____
Witness Print: _____ Print: _____
Title: Sauk County Board of Supervisors, Chair

Witness Signature: _____ By: _____
Witness Print: _____ Print: _____
Title: _____

CITY OF BARABOO

Witness Signature: _____ By: _____
Witness Print: _____ Mike Palm, Mayor

Witness Signature: _____ By: _____
Witness Print: _____ Brenda Zeman, City Clerk

P:\Administration\Attorney\Horizon Development Group\City-County Agreement for Acquisition of 1208 Oak Street Draft 2.docx

DRAFT

City of Baraboo
4th Quarter Financial Report
December 31, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects		12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	12/31/2019 Actual	% of Budget Should be 100	Comment
<u>General Government</u>							
General Fund	Council	40,819.00	-	40,819.00	39,843.56	97.61	
General Fund	Mayor	13,773.00	-	13,773.00	12,346.34	89.64	
General Fund	Data Processing	77,875.00	6,688.00	84,563.00	75,290.25	89.03	
General Fund	Ambulance	288,408.00	-	288,408.00	288,408.00	100.00	
General Fund	Airport	39,342.00	-	39,342.00	39,342.00	100.00	
General Fund	Cemetery	29,000.00	-	29,000.00	29,000.00	100.00	
General Fund	Cultural Expense	-	-	-	-	-	
General Fund	Celebrations & Entertainment	1,370.00	-	1,370.00	1,135.52	82.88	
General Fund	Cable TV	32,000.00	-	32,000.00	28,000.00	87.50	
General Fund	UW Campus	102,500.00	-	102,500.00	102,500.00	100.00	
General Fund	CDA Commission	662.00	-	662.00	532.91	80.50	
General Fund	Sauk County Development	10,000.00	-	10,000.00	10,000.00	100.00	
General Fund	Pink Lady Rail Commission	500.00	-	500.00	500.00	100.00	
General Fund	Contingency	38,810.00	(37,507.00)	1,303.00	-	-	
General Fund	Transfer to Debt Service	-	-	-	-	-	
General Fund	Transfer to TIF	-	-	-	-	-	
General Fund	Transfer to Capital Projects	-	-	-	-	-	
Debt Service	Principal on Notes	3,068,078.00	46,905.00	3,114,983.00	2,824,536.32	90.68	
Capital Projects	Principal on Notes	-	-	-	-	-	
Capital Projects	Debt Issuance Costs	-	-	-	-	-	
Capital Projects	Transfer to Debt Service	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
General Government Total		3,743,137.00	16,086.00	3,759,223.00	3,451,434.90	91.81	

City of Baraboo
4th Quarter Financial Report
December 31, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects		12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	12/31/2019 Actual	% of Budget Should be 100	Comment
Function							
<u>Finance Department</u>							
General Fund	City Clerk	116,759.00	(4,100.00)	112,659.00	109,787.20	97.45	
General Fund	Elections	33,873.00	(10,400.00)	23,473.00	16,975.03	72.32	
General Fund	Finance	300,784.00	6,280.00	307,064.00	302,018.42	98.36	
General Fund	Independent Auditing	45,450.00	25,000.00	70,450.00	69,925.00	99.25	
General Fund	City Treasurer	97,786.00	7,500.00	105,286.00	104,547.71	99.30	
General Fund	Assessment	42,648.00	-	42,648.00	41,886.64	98.21	
General Fund	Municipal Bldg	-	-	-	-	-	
General Fund	Municipal Building	164,720.00	6,950.00	171,670.00	171,663.70	100.00	
General Fund	Other General Government	2,940.00	-	2,940.00	2,937.11	99.90	
General Fund	Illegal Taxes, Tax Refund	863.00	(1.00)	862.00	411.31	47.72	
General Fund	Property Insurance	4,248.00	1,270.00	5,518.00	5,517.96	100.00	
General Fund	Liability Insurance	14,634.00	2,515.00	17,149.00	17,148.69	100.00	
General Fund	Worker's Compensation	26,121.00	33,816.00	59,937.00	59,936.35	100.00	
General Fund	Sealer of Weights & Measures	4,400.00	-	4,400.00	4,400.00	100.00	
General Fund	Taxi Transportation	5,000.00	-	5,000.00	5,000.00	100.00	
Capital Projects	PS/Admin Building	503,119.00	1,220.00	504,339.00	504,338.30	100.00	
Capital Projects	PS/Admin Building	-	5,356.00	5,356.00	4,484.24	83.72	
Finance Department Total		1,363,345.00	75,406.00	1,438,751.00	1,420,977.66	98.76	

City of Baraboo
4th Quarter Financial Report
December 31, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects		12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	12/31/2019 Actual	% of Budget Should be 100	Comment
Function							
<u>City Attorney</u>							
General Fund	City Attorney	132,963.00	(3,270.00)	129,693.00	123,632.98	95.33	
	City Attorney Total	132,963.00	(3,270.00)	129,693.00	123,632.98	95.33	
<u>City Administrator</u>							
General Fund	Administration	210,927.00	45,375.00	256,302.00	256,301.50	100.00	
General Fund	Personnel/Safety	6,350.00	21,897.00	28,247.00	27,055.31	95.78	
General Fund	Planning	5,707.00	(1,519.00)	4,188.00	2,812.96	67.17	
	City Administrator Total	222,984.00	65,753.00	288,737.00	286,169.77	99.11	
<u>Economic Development</u>							
General Fund	Economic Development	65,317.00	(3,199.00)	62,118.00	21,909.63	35.27	
	Economic Development Total	65,317.00	(3,199.00)	62,118.00	21,909.63	35.27	
<u>Police Department</u>							
General Fund	Police Department	2,838,833.00	46,834.00	2,885,667.00	2,864,349.20	99.26	
General Fund	Departmental Services	609,558.00	(43,486.00)	566,072.00	486,385.28	85.92	
General Fund	Records & Support	381,574.00	-	381,574.00	349,352.57	91.56	
General Fund	Canine Unit	13,165.00	-	13,165.00	1,251.88	9.51	
General Fund	Animal Control	2,250.00	-	2,250.00	878.34	39.04	
Capital Projects	Police Department	-	-	-	-	-	
	Police Department Total	3,845,380.00	3,348.00	3,848,728.00	3,702,217.27	96.19	

City of Baraboo
4th Quarter Financial Report
December 31, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects		12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	12/31/2019 Actual	% of Budget Should be 100	Comment
Function							
<u>Fire Department</u>							
General Fund	Fire Station	44,202.00	8,695.00	52,897.00	52,889.98	99.99	
General Fund	Alma Waite Annex	1,400.00	(506.00)	894.00	892.46	99.83	
General Fund	Fire Protection	674,245.00	9,820.00	684,065.00	609,556.93	89.11	
General Fund	Hydrant Rental	289,307.00	-	289,307.00	289,307.00	100.00	
General Fund	Emergency Management	8,634.00	(2,919.00)	5,715.00	4,963.37	86.85	
General Fund	Transfer to Capital Fund	200,000.00	-	200,000.00	200,000.00	100.00	
Capital Projects	Fire Protection	-	-	-	-	-	
Fire Department Total		1,217,788.00	15,090.00	1,232,878.00	1,157,609.74	93.89	
<u>Inspection & Zoning</u>							
General Fund	Building Inspection	112,104.00	75.00	112,179.00	60,858.26	54.25	
General Fund	Zoning	752.00	200.00	952.00	414.45	43.53	
Inspection & Zoning Total		112,856.00	275.00	113,131.00	61,272.71	54.16	

City of Baraboo
4th Quarter Financial Report
December 31, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects	Function	12/31/2019	Budget	12/31/2019	12/31/2019	% of Budget	
		Original Budget	Adjustment Increase/ (Decrease)				
				Total Budget	Actual	Should be 100	Comment
<u>Engineering</u>							
General Fund	Mapping & Engineering Support	192,156.00	1,024.00	193,180.00	179,891.11	93.12	
General Fund	Bridges	1,500.00	3,627.00	5,127.00	5,126.27	99.99	
General Fund	Sidewalk Repair	56,764.00	(12.00)	56,752.00	54,797.23	96.56	
General Fund	Railroad Repairs	-	-	-	-	-	
General Fund	New Streets - Aidable	11,788.00	232,000.00	243,788.00	98,350.00	40.34	
General Fund	New Sidewalks	16,667.00	-	16,667.00	13,372.23	80.23	
Capital Projects	Bridges	-	19,093.00	19,093.00	19,092.35	100.00	
Capital Projects	Railroad Repairs	-	-	-	-	-	
Capital Projects	New Streets - Aidable	1,364,041.00	78,436.00	1,442,477.00	1,392,459.29	96.53	
Capital Projects	New Sidewalk	14,300.00	(14,300.00)	-	-	-	
Capital Projects	Transfer to Capital Projects	12,000.00	4,395.00	16,395.00	16,394.53	100.00	
Special Assessment Projects	Sidewalk Repair	-	-	-	-	-	
Special Assessment Projects	New Streets - Aidable	-	-	-	-	-	
Special Assessment Projects	New Curb & Gutter	74,432.00	-	74,432.00	52,539.08	70.59	
Special Assessment Projects	New Sidewalk	171,257.00	-	171,257.00	136,642.43	79.79	
	Engineering Total	1,914,905.00	324,263.00	2,239,168.00	1,968,664.52	87.92	

City of Baraboo
4th Quarter Financial Report
December 31, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects		12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	12/31/2019 Actual	% of Budget Should be 100	Comment
<u>Public Works</u>							
General Fund	Storage Buildings	28,738.00	24,752.00	53,490.00	46,871.10	87.63	
General Fund	PW Operations	410,767.00	(16,296.00)	394,471.00	391,894.07	99.35	
General Fund	Machinery & Equipment	328,891.00	(14,015.00)	314,876.00	312,251.63	99.17	
General Fund	City Services Facility	131,144.00	(13,496.00)	117,648.00	84,985.67	72.24	
General Fund	Street Maintenance	306,818.00	72,400.00	379,218.00	379,217.55	100.00	
General Fund	Alleys	74,111.00	(18,848.00)	55,263.00	50,441.38	91.28	
General Fund	Snow & Ice	294,737.00	92,594.00	387,331.00	358,736.29	92.62	
General Fund	Trees and Brush	69,887.00	(21,728.00)	48,159.00	44,215.51	91.81	
General Fund	Street Lighting	153,545.00	4,571.00	158,116.00	154,566.54	97.76	
General Fund	Parking Lots	30,753.00	(8,366.00)	22,387.00	18,015.75	80.47	
General Fund	Garbage & Refuse	108,350.00	8,601.00	116,951.00	116,950.59	100.00	
General Fund	Solid Waste Disposal	213,000.00	11,180.00	224,180.00	224,178.65	100.00	
General Fund	Recycling	123,108.00	7,320.00	130,428.00	127,082.29	97.43	
General Fund	Weeds	10,143.00	(1,934.00)	8,209.00	7,043.99	85.81	
General Fund	Compost	40,285.00	1,432.00	41,717.00	37,809.70	90.63	
Capital Projects	PW-Machinery & Equipment	92,900.00	-	92,900.00	92,900.00	100.00	
Capital Projects	City Services Center	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Parking Lots	-	-	-	-	-	
General Fund	Transfer to Capital Funds	100,000.00	-	100,000.00	100,000.00	100.00	
Public Works Total		2,517,177.00	128,167.00	2,645,344.00	2,547,160.71	96.29	
<u>Library</u>							
General Fund	Library	936,800.00	7,032.00	943,832.00	943,831.06	100.00	
Library Total		936,800.00	7,032.00	943,832.00	943,831.06	100.00	

City of Baraboo
4th Quarter Financial Report
December 31, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects		12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	12/31/2019 Actual	% of Budget Should be 100	Comment
Function							
<u>Parks</u>							
General Fund	ROW - Trees	102,502.00	6,303.00	108,805.00	101,075.64	92.90	
General Fund	Civic Center	287,537.00	18,463.00	306,000.00	288,213.12	94.19	
General Fund	Parks	611,833.00	(28,100.00)	583,733.00	549,650.24	94.16	
General Fund	Zoo	258,307.00	16,128.00	274,435.00	233,426.36	85.06	
General Fund	Forestry	102,613.00	(1,544.00)	101,069.00	99,645.72	98.59	
Capital Projects	Civic Center	-	-	-	-	-	
Capital Projects	Parks	198,000.00	19,463.00	217,463.00	87,636.28	40.30	
Capital Projects	Zoo	-	-	-	-	-	
Parks Total		1,560,792.00	30,713.00	1,591,505.00	1,359,647.36	85.43	
<u>Recreation</u>							
General Fund	Recreation	172,330.00	(194.00)	172,136.00	148,398.56	86.21	
General Fund	Pool	112,105.00	7,157.00	119,262.00	101,405.38	85.03	
General Fund	Winter Recreation	987.00	35.00	1,022.00	1,013.19	99.14	
Capital Projects	Pool	20,000.00	-	20,000.00	17,900.00	89.50	
Recreation Total		305,422.00	6,998.00	312,420.00	268,717.13	86.01	
<u>Community Development Authority (CDA)</u>							
General Fund	Community Development	-	-	-	-	-	
General Fund	BEDC	37,476.00	(301.00)	37,175.00	36,790.96	98.97	
General Fund	CDA Accts Receivable	-	-	-	-	-	
CDA Total		37,476.00	(301.00)	37,175.00	36,790.96	98.97	
Total All		17,976,342.00	666,361.00	18,642,703.00	17,350,036.40	93.07	

City of Baraboo
Baraboo Transit Service
Income Statement with Comparison to Budget
For The Twelve Months Ending December 31, 2019

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	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Percentage of Budget</u>
Revenues:				
Operating:				
Taxi Grant - Federal	\$ 35,227.55	\$ 172,740.51	\$ 171,438.00	100.76
Taxi Grant - State	-	93,549.00	94,307.00	99.20
Taxi Fares	40,640.00	278,107.00	270,000.00	103.00
Taxi Agency Fares	-	-	-	-
Total Operating Revenue				
Capital:				
Taxi Capital Grant	24,800.00	53,740.80	58,541.00	91.80
Sale of Assets	3,402.00	3,402.00	2,400.00	141.75
Sale of Assets - Contra	-	-	-	-
Refund of Prior Years Expense	13,961.60	13,961.60	-	-
Transfer from General Fund	5,000.00	5,000.00	5,000.00	100.00
Fund Balance Applied	-	-	7,235.00	-
Total Capital Revenue				
Total Revenues	<u>123,031.15</u>	<u>620,500.91</u>	<u>608,921.00</u>	101.90
Expenditures:				
Operating:				
Income Continuation				
Publishing	-	21.88	25.00	87.52
Repair & Maint Service-Vehicle	-	-	-	-
Special Services	-	-	-	-
Other Contracted Services	85,500.66	530,495.10	532,865.00	99.56
Contra (Package Delivery)	-	-	(150.00)	-
Publications. Training. Dues	-	-	-	-
Operating Supplies	6.10	56.01	5.00	1,120.20
Other Supplies & Expense	3.66	3.66	-	-
Total Operating Expenditures				
Capital:				
Vehicle Purchase	-	67,440.00	73,176.00	92.16
Total Capital Expenditures				
Total Expenditures	<u>85,951.30</u>	<u>604,676.52</u>	<u>608,921.00</u>	99.30
Net Revenues (Expenditures)	<u>\$ 37,079.85</u>	<u>\$ 15,824.39</u>	<u>\$ -</u>	

REPORT OF BUILDING INSPECTION
Construction, Plumbing, Electrical, HVAC, Commercial
FEBRUARY

PERMIT TYPE	2019						2020					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Addition	1	1	\$300,000.00	\$300,000.00	\$528.00	\$528.00	1	1	\$42,500,000.00	\$42,500,000.00	\$33,937.03	\$33,937.03
Commercial, Alterations	2	3	\$23,500.00	\$27,000.00	\$310.00	\$445.00	2	6	\$13,000.00	\$172,000.00	\$470.00	\$2,227.00
Commercial, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential , New SF	1	1	\$390,000.00	\$390,000.00	\$1,120.16	\$1,120.16	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, New Duplex	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, Additions	1	1	\$4,000.00	\$4,000.00	\$100.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential Remodel	4	8	\$127,000.00	\$215,500.00	\$663.75	\$1,147.75	9	13	\$181,805.00	\$325,805.00	\$789.55	\$1,334.71
Residential, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Accessory Building Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Roofing/Siding/Windows	1	5	\$500.00	\$19,500.00	\$30.00	\$156.00	1	4	\$5,000.00	\$21,500.00	\$30.00	\$144.00
Garage/Sheds/Deck/Fence	1	1	\$5,000.00	\$5,000.00	\$105.00	\$105.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	2	\$0.00	\$5,946.00	\$0.00	\$120.00
Electrical Only	2	3	\$2,000.00	\$2,800.00	\$120.00	\$180.00	4	9	\$21,300.00	\$75,673.00	\$240.00	\$735.00
HVAC Only	1	2	\$3,501.00	\$11,701.00	\$350.00	\$480.00	0	1	\$0.00	\$2,500.00	\$0.00	\$100.00
Sign Permits	1	1	\$6,000.00	\$6,000.00	\$360.00	\$360.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Misc. Permits	1	1	\$21,000.00	\$21,000.00	\$30.00	\$30.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	16	27	\$882,501.00	\$1,002,501.00	\$3,716.91	\$4,551.91	17	36	\$42,721,105.00	\$43,103,424.00	\$35,466.58	\$38,597.74

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, C. Haggard, T. Pinion, M. Schauf, members of the press

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law.

Moved by Kent, seconded by Thurow to approve the minutes of February 11, 2020 and carried unanimously.

Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$1,185,103.80**. Motion carried unanimously.
- b) **Increase in session rate to \$15 per session for Baraboo Crossing Guards** – Police Chief Schauf noted that the last pay increase for Crossing Guards was back in 2006. Because the 2020 budget does include the increase, there will be no budget implications. We currently have 6 Crossing Guard positions but only 2.5 of these positions are currently filled. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Purchase of 2020 Freighliner SD114 chassis and a 2020 Henderson Body/Universal Truck Plow Equipment for \$170,479.00** – City Engineer T. Pinion stated that this is a budgeted item that is about \$5,000 more than budget estimates; there is sufficient money in the equipment replacement fund to cover this. Some of the increases are recommendations from the new mechanic. The City also purchased a new chipper, demonstration model, for approximately \$25,000 less than was expected; the \$5,000 increase for this truck will be taken from these savings. Traditionally, the plow truck that is being replaced will go to the Airport and the truck being used at the Airport will be sold; proceeds from this sale will be divided. Moved by Thurow, seconded by Kent to recommend to Council for action. Motion carried unanimously.

Information Items

- a) **Attorney Report on Claims – Claim Denial: Donald Stoller, skip and fall at post office**
- b) **Update on parking ticket ordinance review** – Atty. Truman noted that she is still working on this. Chief Schauf explained that he received a wide range of thought from his officers regarding this. General consensus would be to increase certain violations while leaving some the same.

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:32pm.

Brenda Zeman, City Clerk

Baraboo BID Meeting Minutes
2/19/20

Present: Members: Brunner, Stelling, Yount, Sloan, Marklein, Wickus, Fay, Kolb

President Fay called the meeting to order at 5:46 p.m.

Approval of December 2019 minutes: Wickus/Stelling

Adoption of Agenda: Kolb/Stelling

President: None

Secretary: None

Treasurer: Plans to meet with City Finance Director to discuss admin charges

Appearances: Garlands have been removed

Business Development: None

Finance: Will meet with City Finance Director

Parking: Mural is in progress

Promotions: Plans to meet

Old Business

Branding update: The branding committee has commissioned someone to draft articles and take pictures about our area.

New Business

1. Tabled budget amendment pending meeting with City Finance Director for more information
2. Approval of financial reports-Will discuss any future policy to approve financial reports
3. Approval of Funds for 2020 Branding Initiative \$5,000 to BACC
 - a. Motion to move funds from reserves and pay invoice Stelling/Sloan
4. Annual Report-Committee Chairs reminded to draft reports
5. Committee status update
 - a. Yount on Business Development and Parking
 - b. Kolb on Parking and Business Development
 - c. Marklein Chair Business Development
6. Discussion of open BID retailer seat-Received interest
7. Approval of Vouchers:
 - a. Baraboo Area Chamber of Commerce for Branding Initiative \$5,000

Total: \$5,000

Approved: Sloan/Yount

Motion to adjourn at 6:36 p.m. by Fay/Kolb

Minutes of Plan Commission Meeting February 18, 2020

Call to Order – Phil Wedekind called the meeting of the Commission to order at 5:15 PM.

Roll Call – Present were Phil Wedekind, Dennis Thurow, Roy Franzen, Pat Liston, Jim O’Neill, Kolb, and Dee Marshall.

Also in attendance were Attorney Emily Truman, and Jay Hubanks.

Call to Order

- a. Note compliance with the Open Meeting Law. Wedekind noted compliance with the Open Meeting Law.
- b. Agenda Approval: It was moved by O’Neill, seconded by Franzen to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by O’Neill, seconded by Kolb to approve the minutes of the January 21, 2020 meeting. Motion carried unanimously.

Public Invited to Speak *(Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.)* –There were no speakers.

Public Hearing

- a. The request of Jay Hubanks for a Conditional Use Permit to convert the existing structure into a two-family residential dwelling in an R-1A Single-Family Residential zoning district, located at 838 8th Avenue, City of Baraboo, Sauk County, Wisconsin - There being no speakers, the hearing was declared closed.

New Business

- a. Consider Jay Hubanks request for a Conditional Use Permit to convert the existing structure into a two-family residential dwelling in an R-1A Single-Family Residential zoning district, located at 838 8th Avenue, City of Baraboo, Sauk County, Wisconsin – Jay Hubanks introduced himself to the Commission and presented his request. It was moved by Liston, seconded by O’Neill to approve the request for a Conditional Use Permit to convert the existing structure located at 8398 8th Avenue into a two-family residential dwelling. On roll call vote for the motion, Ayes – Wedekind, Thurow, Franzen, Liston, O’Neill, Kolb, and Marshall. Nay – 0, motion carried unanimously.

Adjournment - It was moved by Liston, seconded by O’Neill to adjourn at 5:19 p.m. The motion carried unanimously.

Phil Wedekind, Mayor Designee

Present: Alderpersons John Ellington, Heather Kierzek & Vacant
Absent: None
Also Present: Mayor, Mike Palm; City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Lieutenant, Ryan La Broschian; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.
Citizen Present: Larry Mike, Tracy Blake & Russell Fenske

The meeting was called to order by Chairman John Ellington at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of February 3, 2020, seconded by Ellington and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Ellington and unanimously carried.

Review and recommendation to the Council – Operator’s Licenses.

Lieutenant La Broschian mentioned there was nothing precluding the issuance of licenses to Tepanga Peschl, Dana Qualy, Justine DeFosse and Dawn Wilson and recommended approval.

Motion to recommend to approve and move on to Council the Operator’s Licenses for Tepanga Peschl, Dana Qualy, Justine DeFosse and Dawn Wilson by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend staff to draft an ordinance to allow Council and Commission members to attend meetings via phone or video

City Administrator Downing was joined by City Attorney Truman via conference. Downing stated that the goal is to see if we could get more diversity on the City Commissions and Council by allowing members to attend meetings by phone or video. Downing informed the Commission that Department Heads wanted to establish a maximum for the amount of times someone could call in or video conference.

Ellington suggested allowing Department Heads to be able to call in or use video conferencing as well.

Motion to have staff draft an ordinance to allow Council and Commission members to attend meetings via phone or video by Ellington, seconded by Kierzek and unanimously carried.

Review and recommend revision to Section 14.05 of the Building Code.

Engineer Pinion stated that the City’s Building Inspector noticed the Code was outdated. It’s now updated to the current respective Chapter of the Administrative Code that is referenced and that govern the City Code.

Motion to recommend revision to Section 14.05 of the Building Code to Council by Kierzek, seconded by Ellington and unanimously carried.

Review and recommendation to Council for excessive household animals

Larry Mike was present to speak on behalf of Dakota Traver. He mentioned that there were 5 dogs with 1 being rehomed.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Tracy Blake was present and disclosed she had 3 dogs.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Russell Fenske was present and disclosed he had 2 dogs and 4 cats.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Member comments

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The next meeting will be Monday, April 6, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:20AM CST.

Respectfully submitted,
Cynthia Haggard, Finance Director

Baraboo District Ambulance Commission**Call to Order & Roll Call**

- The January 2, 2020 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Heather Kierzek, Dave Kitkowski, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Tim Stieve, Terry Turnquist, and Phil Wedekind
- Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Captain Koepp, Vande Hei, Larsen, Fiebig, Seefeld, Dekeyser, Pullen, Rabata, Grenawalt, Scott, Yaskal, Administrator Downing, and Mayor Palm
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Wedekind, seconded by Petty. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the December 4, 2019 minutes was made by Puttkamer seconded by Otto. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

New Business

1. A motion was made for the Baraboo District Ambulance Commission to go into Closed Session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility by Meier, seconded by Wedekind. Roll call vote, all ayes. Motion carried. After Closed Session discussions, a motion was made by Meier seconded by Wedekind at 8:20 for the Baraboo District Ambulance Commission to return to Open Session pursuant to §19.85(2) Wis. Stats., and may take action as a result of closed session discussions. Roll call vote: All ayes. No action was taken.

Adjournment

- Motion and seconded to adjourn at 8:25 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Baraboo District Ambulance Commission**Call to Order & Roll Call**

- The January 8, 2020 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Heather Kierzek, Dave Kitkowski, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Tim Stieve, Terry Turnquist, and Phil Wedekind
- Also present were: Attorney Marklein, Chief Sechler, Deputy Chief Rago, Captain Koepp, Snow, Larsen, Dekeyser, Rabata, Administrator Downing
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Kierzek, seconded by Wedekind. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the January 2, 2020 minutes was made by Petty seconded by Wedekind. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

New Business

1. A motion was made for the Baraboo District Ambulance Commission to go into Closed Session pursuant to §19.85(1)(c) Wis. Stats. for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility by Petty, seconded by Kierzek. Roll call vote, all ayes. Motion carried. After Closed Session discussions, a motion was made by Wedekind seconded by Petty at 8:45 for the Baraboo District Ambulance Commission to return to Open Session pursuant to §19.85(2) Wis. Stats., to take action as a result of the closed session discussions. Roll call vote: All ayes.
Item #1: It was moved by Stieve, seconded by Wedekind to accept the Retirement announcement of IT / Logistics Coordinator Amos Vande Hei, to be effective on January 10, 2020.
Item #2: It was moved by Petty, seconded by Meier to accept the Retirement announcement of Chief / EMS Director Dana Sechler, to be effective on January 17, 2020.

Adjournment

- Meier requested that there be a recurring agenda item on future meeting agenda's for updates on the transition process.
- The next Commission meeting is scheduled for January 22nd.
- Motion by Petty and seconded by Wedekind to adjourn at 8:50 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service

Minutes
Baraboo District Ambulance Commission
Finance Ad Hoc Committee
 January 22, 2020

Call to Order & Roll Call

- The January 22, 2020 meeting of the Ad Hoc Committee was called to order by Meier at 6:45 pm.
- Committee members present: Meier, Puttkamer, and Petty. Also present: Otto, Wedekind, Stieve, Deputy Chief Rago, Snow,
- Meier confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Petty, seconded by Puttkamer. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

Public Invited to Speak

- No public comments.

Appearances / Announcements / Correspondence / Reports

- None

New Business

1. Approve check details and online payments for November 24, 2019 – January 11, 2020 in the amount of \$369,030.94. A motion to approve as presented was made by Puttkamer, seconded by Petty. Voice vote, all ayes. Motion carried.
2. Write Offs for 2018 and 2019 – AR is Being worked on by Jess with new reports pending.

Additional Comments & Future Agenda Item

None

Adjournment

There being no further business to come before the Committee, motion for adjournment was made by Petty and seconded by Meier. Voice vote motion was unanimous at 6:45pm.

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Members Present: Randy Puttkamer, Joel Petty, Heather Kierzek, Phil Wedekind, Tim Stieve, Robin Meier, Darlene Otto, Terry Turnquist, Pat Weber, Carl Berna

Others Present: John Rago, Wayne Maffei, Betsy Larson, Kennie Downing, Troy Snow, Matt Koepp, Bridget Cooke, Ben Wolter, Dustin Riggs LeQuire, Ida Feine, Mike Weinke, Joshua Mezyk, Christopher Fiebig, Bryan Dekeyser, Andy Klock, (plus two others signatures).

January 22nd, 2020 meeting of the Baraboo District Ambulance Service Commission was called to order by Randy Puttkamer at 7:00 pm and roll call was taken.

Rago confirmed that the meeting had been posted in compliance with the Open Meeting Laws.

Adopt Agenda: Motion by Joel Petty, 2nd by Phil Wedekind to adopt the agenda. Motion carried.
Approve Minutes of the January 8th, 2020 meeting. Motion by Phil Wedekind, 2nd by Joel Petty. Motion Carried.

Public Invited to Speak

Ben Wolter spoke to the commission regarding training and medical direction and encouraged commission to consider changing what existed previously. Ben also encourage recording of the commission meetings and use of a billing service.

Reports

- Legal Council Report – No report
- Presidents Report – No report
- Treasurer's Report – Robin Meier reported on the Financials and noted that the items emails were replaced with updated ones that were handed out due to how the AFG monies were documented. Robin noted most likely will end the year end the red and came close to needing to use the line of credit.
- Chiefs Report – John Rago, Deputy Director introduced himself and briefly explained his philosophy on making sure there is communications top to bottom and bottom to top and the need for accountability.

Consent Agenda

1. Approve check details and online payments for November 24th, 2019 – January 11th, 2020 in the amount of \$369,030.94. Motion by Joel Petty, 2nd by Phil Wedekind to approve. Motion carried.

New Business

1. Transition Update: John Rago reported that so far they have attempted to get all passwords and logins changed with the assistance of an IT Firm, Locks and passcodes have been changed, discussed uniformity of uniforms for staff, discussed the need to have a formal letter for access to certain items, lot of work to do. Discussion followed regarding a Transition Ad Hoc Committee. Randy Puttkamer appointed Joel Petty, Robin Meier, Tim Stieve, Terry Turnquist along with 4 staff members to serve on the Ad Hoc Committee with one of those staff members to be the HR Director.

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2. Approve 3rd Check Signer for Wells Fargo checking Account: Motion by Darlene Otto to appoint HR Director Betsy Larson, 2nd by Phil Wedekind. Motion Carried.
3. Transfer Wells Fargo Credit Card Limits to John Rago and Troy Snow from cancelled Wells Fargo Credit Cards. Motion by Joel Petty, 2nd by Terry Turnquist to approve this transfer. Motion carried.
4. Video recording of meetings. Discussed the need for some sort of recording of meetings. Robin suggested that we start with audio recordings versus video. Motion by Tim Stieve that we start audio recordings of all meetings, 2nd by Joel Petty. Motion Carried.
5. Sale of Ambulance. John Rago reported that possible buyer previously discussed fell through. Per previous meeting discussions Surplus Property site should be utilized for the sale.
6. Sale of Zoll Monitors. John Rago reported that possible buyer previously discussed fell through. Per previous meeting discussions Surplus Property site should be utilized for the sale. After all comments were made, it was moved by Meier, seconded by Sloan, to have Sechler forward a copy of the proposed 2020 Budget—along with an official letter to each of the Member municipality clerks that indicates the per capita rates (as had been done in previous years). As well, the proposed 2020 Budget should be forwarded to the next Commission and Annual members meetings, for review / approval. Voice vote, all ayes. Motion carried.
7. Ambulance Purchase and update. John Rago reported ambulance is in Antigo and is being lettered by the Sales Company. Ambulance should arrive here by next week. Pictures of the new ambulance were passed around.
8. Approve transfer of funds from LGIP – Vehicle Replacement for truck purchase when it arrives. Motion by Robin Meier to transfer the full amount from the fund, 2nd by Tim Stieve. Motion Carried.
9. Telephone System. John Rago reported that he could find nothing for pricing on phone systems. It was noted that no proposals were reviewed by the commission only an amount that was recommended for the budget. John will work on getting proposals.
10. Providing Billing Services for Pardeeville & Camp Douglas. John Rago noted this is not going smoothly and does not appear to be profitable. Discussion followed about ending this service and Wayne Maffei was asked to look into the notification process to end those services.
11. Consider RFP's for Billing/Financial Services. Services and how to handle were discussed. It was determined that this should be a task of the Ad Hoc Transition Committee and would need to tie in with any organizational structure changes.
12. Discussion of the letter from the City of Baraboo on possible withdrawal from district in 2021. It was decided that such discussion should take place in closed session.
13. Closed Session. Motion by Robin Meier, 2nd by Joel Petty to convene in closed session Pursuant to 19.85(1)(c) Wisconsin Statute for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction of exercises responsibility. Evaluation of employees involved in transition, and pursuant to 19.85(1)(e) for the purpose of deliberating or negotiation the purchasing of public properties, the investing of public funds or conducting other specified business whenever competitive or bargaining reasons require a closed session. The City of Baraboo Ambulance

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services. Robin also requested that Kennie Downing be allowed in the closed session for the discussion of the City of Baraboo Ambulance services. Roll call vote: Randy Puttkamer -yes, Joel Petty-yes, Heather Kierzek-yes, Phil Wedekind-yes, Tim Stieve-yes, Robin Meier-yes, Darlene Otto-yes, Terry Turnquist-yes, Pat Weber-yes, Carl Berna-yes.

14. Open Session. Motion by Robin Meier, 2nd by Joel Petty to return to open session. Roll call vote: Randy Puttkamer -yes, Joel Petty-yes, Heather Kierzek-yes, Phil Wedekind-yes, Tim Stieve-yes, Robin Meier-yes, Darlene Otto-yes, Terry Turnquist-yes, Pat Weber-yes, Carl Berna-yes
15. Motion by Joel Petty, 2nd by Phil Wedekind to appoint John Rago as Interim/acting Chief/Director. Motion Carried.

Commissioner Comments & Future Agenda Items

- Commission agree that we would maintain the 4th Wednesday Commission meeting date.
- Tim Stieve noted that the Ad Hoc Transition Committee should meet prior to the next regular meeting of the Commission.
- Tim noted that an agenda item should be on the next commission meeting to act on a member meeting and schedule a member meeting immediately following the Commission meeting.
- Darlene Otto requested to be notified when the next blood drive is held.

Adjournment

- Motion to adjourn by Darlene Otto, seconded by Joel Petty to adjourn. Motion carried.

Respectfully Submitted,

Tim Stieve, Secretary
Baraboo District Ambulance Commission

Baraboo District Ambulance Commission
AD HOC Transition Committee
January 30th, 2020 Meeting
Approved Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow

Others Present: Bridget Cooke

- 1) The initial meeting of the AD HOC Transition Committee was called to order by Terry Turnquist on January 30th, 2020 at 1:00 pm and roll call was taken. Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Caleb Johnson, 2nd by Steven Woodstock to adopt agenda. Motion carried.
- 3) Election of Officers: Motion by Robin Meier, 2nd by Tim Stieve to elect Terry Turnquist as Chair. No other nominations were made. Motion by Robin Meier, 2nd by Troy Snow to close nominations and cast a unanimous ballot for Terry Turnquist as Chair. Motion carried. Motion by Terry Turnquist, 2nd by Caleb Johnson to elect Joel Petty as Vice Chair. No other nominations were made. Motion by Robin Meier, 2nd by Tim Stieve to close nominations and cast a unanimous ballot for Joel Petty as Vice Chair. Motion carried.
Motion by Terry Turnquist, 2nd by Robin Meier to elect Tim Stieve as Secretary. No other nominations were made. Motion by Robin Meier, 2nd by Betsy Larson to close nominations and cast a unanimous ballot for Tim Stieve as Secretary. Motion carried.
- 4) New Business
 - a) Compile prioritized list of areas for the Ad Hoc Committee to address. Discussion followed and the following is a list that was developed for the immediate future.
 - (1) BDAS Organizational Chart/Structure
 - (2) Billing – Contracted Service versus In-house
 - (i) Develop RFP for Billing Services
 - (ii) Billing Software updates
 - (3) Medical Direction Services
 - (4) Training Center
 - (5) Contracted IT Services versus In-house
 - (6) Review of Clinical Staffing
 - (7) Review of Management Study previously completed on BDAS
 - (8) BDAS Legal Services
 - (9) Review of all Policies, Procedures, Commission By-Laws
 - (10) Update/Development of Employee handbook
 - (11) Performance Appraisals for all staff

Baraboo District Ambulance Commission
AD HOC Transition Committee
January 30th, 2020 Meeting
Draft Minutes

- b) Review and discussion of BDAS Current Organizational Chart. BDAS Organizational Chart was passed out.
 - c) Motion by Robin Meier, 2nd by Troy Snow to convene in Closed Session pursuant to §19.85(1)(c) of the Wisconsin Statutes for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Review and discussion of potential changes in the Organizational Structure to recommend to full Commission. Roll Call vote – Turnquist-yes, Meier-yes, Stieve-yes, Snow-yes, Larson-yes, Johnson-yes, Woodstock-yes.
 - d) Open Session: Motion by Tim Stieve, 2nd by Caleb Johnson to return to open session. Roll call vote– Turnquist-yes, Meier-yes, Stieve-yes, Snow-yes, Larson-yes, Johnson-yes, Woodstock-yes.
 - e) Discuss need for RFP for billing services was covered under a).
- 5) Set next Meeting and agenda items – meeting was set for February 13th, 2020 to start at 9:00 a.m. if that works for Joel Petty otherwise meeting to start at 10:00 am.
Next agenda to include discussion of the Organizational Chart/Structure and Billing services, including RFP for outside Billing services.
- 6) Adjournment – Motion by Troy Snow, 2nd by Robin Meier to adjourn. Motion Carried.

Respectfully Submitted,

Tim Stieve, Secretary
Baraboo District Ambulance Commission

Minutes of the Public Safety Committee Meeting – February 24, 2020

Members Present: Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Kennie Downing, Emily Truman, Mark Schauf, Kevin Stieve, Tom Pinion, Wade Peterson, and Tony Gilman.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the January 27, 2020 meeting. Motion carried unanimously.

New Business

- a. Review Bid Tabulations for 2020 PW Projects and recommend award of contracts – Pinion presented the bid tabulation for the six proposals. He recommends all contracts be awarded to the low bidder. It was moved by Kolb, seconded by Wedekind to accept the low bid on all six proposals. Motion carried unanimously.
- b. Review Proposals for Concrete Grinding and recommend award of contract – It was moved by Kolb, seconded by Wedekind to accept the low proposal on the Concrete Grinding and Concrete Leveling. Motion carried unanimously.
- c. Review Proposals for Concrete Leveling and recommend award of contract – See Concrete Grinding above.
- d. Review and approve design and placement of new Wayfinding Signs – Pinion presented the background to Committee. He said that the Chamber is proposing to remove all existing wayfinding signage and provide 30 new signs, 17 of which would be located within the City. He said that because these signs are not official traffic signs, the Committee's approval is necessary for the signs to be placed in the public right-of-way. It was moved by Kolb, seconded by Wedekind to approve the design and placement of new Wayfinding Signs. Motion carried unanimously.
- e. Review and recommend adopting certain Sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances – Chief Schauf said that when police are investigating incidents, they can take enforcement as an ordinance violation, which is the City Code, or they can take enforcement under criminal statutes. He said that the burden for proof for criminal is beyond a reasonable doubt and that sometimes can be difficult to achieve, whereas, for a City ordinance violation the burden of proof is clear and convincing. He said by having these offenses added to the City Code would give the department the ability to charge some of these offenses as ordinance violations without having the higher burden of proof. He said additionally, one of the options that this provides is the ability to keep kids and/or first time offenders out of the criminal justice system, but hold them accountable by issuing charges appropriately, and it would then be handled by the City Attorney's office, who then has a number of options through the prosecution that they can handle. He said it this could be a way to hold a first time offender accountable, but not have them put into the criminal system as an offender. He said that the Statutes that are in the packet and being recommended for adoption by the Code are offenses that the police department commonly deals. It was stated that these offenses would all be under forfeitures and be at the discretion of the officer. Discussion then took place regarding non-payment of forfeitures. It was moved by Kolb, seconded by Wedekind to recommend adopting certain sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin state Statutes as presented. Motion carried unanimously.
- f. Review and recommend approval of a Memorandum of Understanding for Mutual Aid and Fire suppression services between the Baraboo Fire Department and the Wisconsin Department of Natural Resources for compensation for fishing forest fires or prescribed burn assistance – Kevin Stieve presented the information to the Committee. He said that the City of Attorney as reviewed this and feels comfortable with it. It was moved by Kolb, seconded by Wedekind to recommend approve of MOU between the Baraboo Fire Department of the Wisconsin DNR as presented. Motion carried unanimously.
- g. Review and recommendation to proceed with acquisition and or demolition of the former St. Mary's Ringling Memorial Hospital at 1208 Oak Street – Pinion presented the background stating that this property has been a thorn for the Police Department and the City for several years. He said that there is money in the 2020 budget to take care of this public nuisance. He said that there are many steps to go through and is not sure that it will be done in this calendar year. He said that with the Council's blessing, the City would begin the process. It was moved Kolb, seconded by Wedekind to recommend proceeding with the acquisition and/or demolition of the property at 1208 Oak Street. Motion carried unanimously.

- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for February 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly Billing Adjustments/Credits as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report
- i. Staffing updates – Peterson said it is being advertised at this time for a Water Crewman, taking applications until March 3.
 - ii. Project updates – Peterson said that water/sewer river syphon project by the old pump house has started. He said some water mains were laid last week, and they plan to start the directional drill next week.
- b. Street Superintendent's Report
- i. Staffing updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
 - ii. Equipment updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
 - iii. Projects updates – Pinion said that they are the streets that are included in this year's budget. Mound Street from Elizabeth to Remington; Tuttle Street from 9th to 10th; half of Lincoln, from 2nd to 3rd; far north of Elizabeth Street is our half ; 1-1/2 block of 13th Avenue, which the City will continue sidewalk; and new sidewalk on the one block of Tuttle Street.
- b. Police Chief's Report
- i. Staffing updates – Schauf said that the department has one officer in field training at this time. He said there are two vacancies and interviews were conducted with Police & Fire Commission on February 8, background checks are being done now. He said that he is anticipating at least one retirement, maybe this year, or the start of next year.
 - ii. 2019 Annual Report – Schauf said there is a lot of information in the report such as use of force, number of calls, etc. He encouraged the Committee to review the report and confer with him for questions.
- c. Fire Chief's Report – Stieve gave the committee a couple of handouts to review. He said the handouts shows staffing, updates on the Fire Department Operation Study. He asked the Committee to come to him with any questions after reviewing.

AJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 1:35 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman